



**AGENDA  
VILLAGE BOARD MEETING  
4128 HUBERTUS ROAD  
HUBERTUS, WI 53033  
FEBRUARY 16, 2023  
7:00 P.M.**

1. Call to Order/ Roll Call
2. Verification of Compliance with Open Meeting Law
3. Pledge of Allegiance
4. PRESENTATION:
  - a. Germantown Library Annual Report – Trisha Smith, Library Director Germantown Community Library
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda, only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
6. CONSENT AGENDA
  - a. Vouchers for Payment
  - b. Treasurer's Report
  - c. Meeting Minutes
    - i. December 15, 2022 – Regular Meeting
  - d. Applications for New Operator's Licenses
  - e. Applications for Temporary Operator's Licenses
  - f. Application for a Temporary Class B Picnic License – St. Gabriel's Parish
  - g. Application for Change of Agent – American Legion Post
  - h. MS4 Annual Report to the DNR
  - i. R2023-02-01, A Resolution Honoring the Life and Service of Village Trustee Bill Collins
7. DISCUSSION/ACTION ITEMS
  - a. Discussion/Action regarding the awarding of a bid for the 2023 Highway Improvement Program
  - b. Discussion/Action regarding a contract with OnTech Systems, Inc. for IT and Computer services
  - c. Discussion/Action regarding the potential change to the "start time" of Village Board meetings
  - d. Discussion regarding filling the vacancy of Trustee Collins' (decd.) Village Board term
8. PUBLIC COMMENTS (...Continued)
9. CLOSED SESSION
  - a. Discussion /Action to enter into Closed Session under Wis. Stats. 19.85(1)(g) conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved. – *Echos Rental LLC for property at 3090 Polk Street (Tax Key: V10\_031400L)*
10. RECONVENE IN OPEN SESSION
  - a. Discussion/Action regarding matters addressed in Closed Session outlined above
11. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at [www.richfieldwi.gov](http://www.richfieldwi.gov). Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or [www.richfieldwi.gov](http://www.richfieldwi.gov) with as much advanced notice as possible.

4a



## GERMANTOWN COMMUNITY LIBRARY

N112 W16957 Mequon Rd Germantown, WI (262) 253-7760

Hours: Mon-Thurs: 9am - 8pm / Fri: 9am - 5pm / Sat: 9am - 4pm

Like us on Facebook and sign-up for our newsletter for information on library services & upcoming programs!

### FOR IMMEDIATE RELEASE

Monday, February 6, 2023

For more information, please contact Trisha Smith, Germantown Community Library Director at (262) 253-7760, ext. 2005 or [smithtp@germantownlibrarywi.org](mailto:smithtp@germantownlibrarywi.org)

### GERMANTOWN COMMUNITY LIBRARY DIRECTOR PRESENTS 2022 ANNUAL REPORT & 2023-2027 STRATEGIC PLAN

Germantown, WI – The Germantown Community Library continues to provide vital services to residents of Germantown, Richfield, Jackson and surrounding communities. Serving over 35,000 residents, the library checked out over 340,000 items to patrons in 2022. The 2022 Annual Report was presented at the Village of Germantown Board meeting on Monday, February 6, 2023 by Trisha Smith, Library Director.

Whether attending storytime or a craft program, reading the newspaper, accessing an online class or checking out the latest best-selling novel, the library has something for everyone and usage continues to grow. The library saw over 92,000 visitors to the building in 2022 – a 10% increase from 2021. Program attendance also grew by 45% up to 21,000 total attendees.

“We are excited to see library services continue to grow after limitations the last few years due to COVID-19. Patrons and staff alike are glad to see library return to all in-person services. Our focus this year has been to reach out to the communities that we serve and continue to pivot our materials and services to meet the needs of residents.”

A few highlights of 2022 include:

- New items to check out such as Adventures Passes, Adult Library of Things and HotSpots
- Launching ‘The Enchanted Library’ – the library’s mobile trailer
- Creating a monthly Washington County Job Center Satellite Service site
- Over 1,000 people attending the 2<sup>nd</sup> Annual Haunted Library event
- Completing the 2023-2027 Strategic Plan

‘The Enchanted Library’ was launched in May 2022.

“One of the library’s biggest accomplishments this year was launching ‘The Enchanted Library.’ This trailer is essentially our ‘library on-the-go.’ It allows staff to not only attend community events, but to bring the collection to residents anywhere in the community. All items on the mobile trailer are able to be checked out – just like at the physical library building. ‘The Enchanted Library’ made appearances at over 45 events this summer such as A Taste of Germantown and the 4<sup>th</sup> of July festival as well as bi-monthly stops in Richfield, Jackson and at Kid’s Klub through the Germantown Park & Recreation department. ‘The Enchanted Library’ had a great first year with over 7,000 visitors in 2022 and checked out over 2,000 items. We are looking forward to bringing the mobile library back on the road again starting in May with more regular stops, material to check out and family activities!”

The library looks forward to continued growth in 2023 and beyond.

The 2023-2027 Germantown Community Library Strategic Plan was approved by the Germantown Community Library Board in October of 2022. After over a year of work, the plan was conducted through WILS (Wisconsin Library Services) and focuses on building connections, enriching lives and growing our community through library services.

Data was compiled through the Wisconsin Department of Public Instruction, library board and staff sessions, community conversations and a community survey that resulted in over 1,000 responses.

Strategic Goals include:

- Growing Services
- Growing Spaces
- Growing Collaborations & Community
- Growing Community Awareness
- Growing Organizational Wellbeing

The 2022 Annual Report and 2023-2027 Strategic Plan can be found on the Germantown Community Library website at <https://www.germantownlibrarywi.org/annual-report>

Do you have a comment or story to share about the library? Contact Trisha Smith at [smithp@germantownlibrarywi.org](mailto:smithp@germantownlibrarywi.org)



# 2022 BY THE NUMBERS

## GERMANTOWN COMMUNITY LIBRARY



225,000  
Print

+



62,000  
Audio/Visual

+



1,200  
Library of  
Things

+



53,000  
Digital

=

**341,631**  
<sup>+2.2%</sup>

Items Checked Out

& **8,639** New Items  
Added

12,842

Registered  
Library Cards

**92,638**

Library Visits  
in 2022!

<sup>+10%</sup>

35,959

Service  
Questions  
Asked

In 2022, the library continued to see increases in physical material, digital material, library visits & program attendance as we bounced back from COVID restrictions.

**9,399**

Public  
Computer  
Logins

**11,382**

Wireless  
Logins

**1,042**

Community  
& Study  
Spaces Used

**262**

Gale  
Courses  
Taken

**1,015**

Volunteer  
Hours  
Completed

**21,844**

<sup>+45.6%</sup>  
People Attended

**655** Programs

11,000+ people at in-library programs  
10,000+ people at programs held outside the library

**35,298**

Participants in  
Self-Directed  
Activities

The value of material check out by patrons at the Germantown Community Library in 2022 was

**\$4,578,413**

Launched in May 2022, our mobile library named "The Enchanted Library" reached over

**7,000+**

People



# BUILD CONNECTIONS, ENRICH LIVES

## GERMANTOWN COMMUNITY LIBRARY

### NEW SERVICES

**MAY**  
ADVENTURE  
PASSES

**JUN**  
SELF-SERVICE  
PUBLIC PRINTER,  
COPIER &  
SCANNER

**JUN**  
ADULT LIBRARY  
OF THINGS  
COLLECTION

**SEPT**  
HOT  
SPOTS

### ADDITIONAL FACILITY & SERVICES UPDATES:

- Jan: Returned Early Literacy activities to Children's Area
- Jan: Additional benefits added for part-time staff over 24 hours
- May: Launched "The Enchanted Library" - the mobile library trailer
- May: Interfiled Adult Science Fiction/Fantasy with Adult Fiction
- May: Adopted four Little Free Libraries
- June: Returned to all in-person Summer Reading Challenge
- June: Transitioned to monthly visits at Senior Living Facilities
- June: Launched Washington County Job Center Satellite Service
- Aug: Created Outreach Collection for mobile trailer
- Sept: Library Board selected architect firm for Conceptual Design of library expansion project
- Oct: 2023-2027 Strategic Plan completed
- Oct: Fire Suppression replacement project completed
- 2022: Three fundraiser nights held at local restaurants

THANK YOU FOR  
A WONDERFUL  
YEAR AS WE  
CONTINUE TO  
GROW!



Over 1,000 people attended our Haunted Library event in October! This event was run by 40+ staff & volunteers.



### WHAT'S NEXT IN 2023?

- MONARCH CATALOG UPDATES
- CHECKOUT CRAFT KITS
- NEW ONLINE CLASSES
- NEW COLLECTIONS
- NEW PROGRAMS & SERVICES



AN AVERAGE

DAY

AT THE  
GERMANTOWN  
COMMUNITY  
LIBRARY

GERMANTOWN  
COMMUNITY LIBRARY



BUILD CONNECTIONS  
ENRICH LIVES

## OUTSIDE THE BUILDING

**36** People Attend  
Outreach Programs

**22** Items Checked  
Out from the  
Mobile Library

## IN THE BUILDING

**310** People Visit the Library

**178** People Check Out **944** Items

**120** People Have Questions Answered

**31** People Use Public Computers

**38** People Use Public Wi-Fi

**37** People Attend Programs

**118** People Participate in Self-Directed  
Activities

**\$15,312** worth of material was checked out  
every day by residents at the  
Germantown Community Library  
in 2022!

## ONLINE

**177** Digital Items  
Checked out



# PROGRAM HIGHLIGHTS

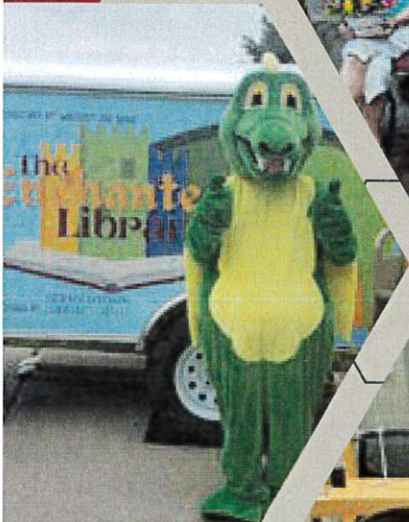
GERMANTOWN  
COMMUNITY LIBRARY



BUILD CONNECTIONS  
ENRICH LIVES

The library hosted 144 Storytime sessions in 2022 with 3,300+ people. An additional 400+ people also attended special early literacy programs.

Over 600 people attended 5 different Youth Performers in the summer. All programs were sponsored by our Friends group.



In May, "The Enchanted Library" went on the road in Germantown, Richfield & Jackson and reached 1,500+ people during launch week. The mobile library also made weekly stops all summer.

The Friends of the Library sold over 250 baskets in November & December and raised over \$18,000 for the library during 2022!

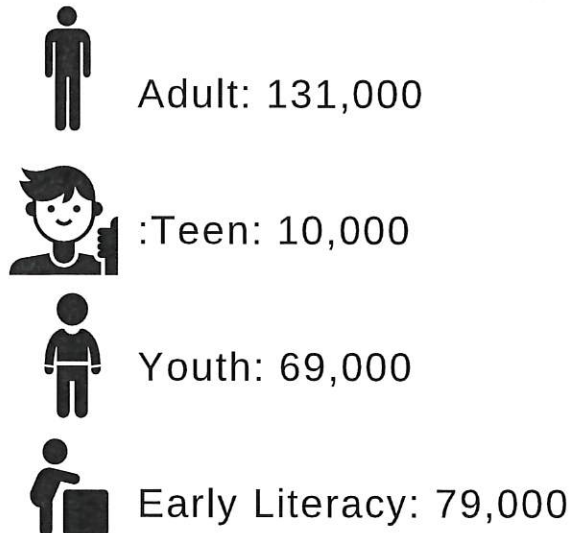




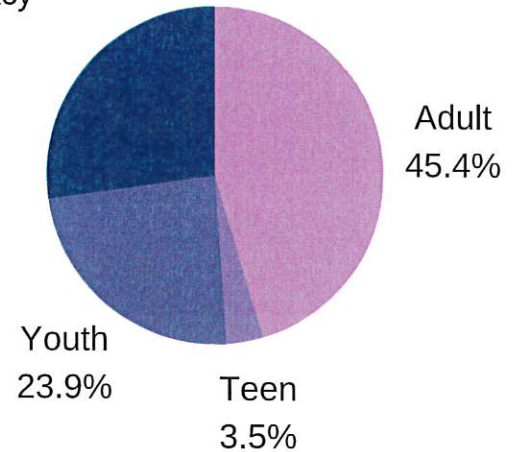
# GERMANTOWN COMMUNITY LIBRARY 2022 CIRCULATION BY THE NUMBERS

\*Estimated Amounts to the Nearest 1,000

## Physical Circulation by Target Age of Material\*

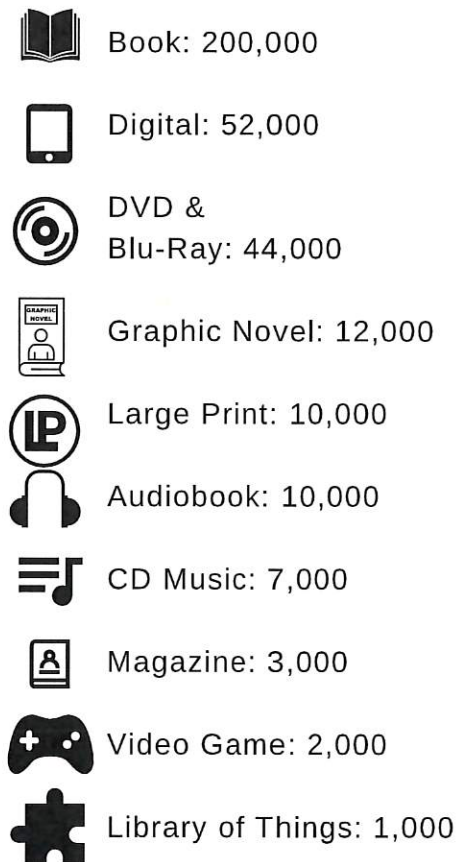


Early Literacy  
27.2%



Total: Physical 288,802

## Total Circulation by Type of Material\*



Magazine: 0.85%

Video Game: 0.5%

Library of Things: 0.37%

Large Print:

3%

CD Music

2%

Graphic Novel

3.6%

DVD & Blu-Ray

12.8%

Digital

15.3%

Book

58.7%

Total: 341,631

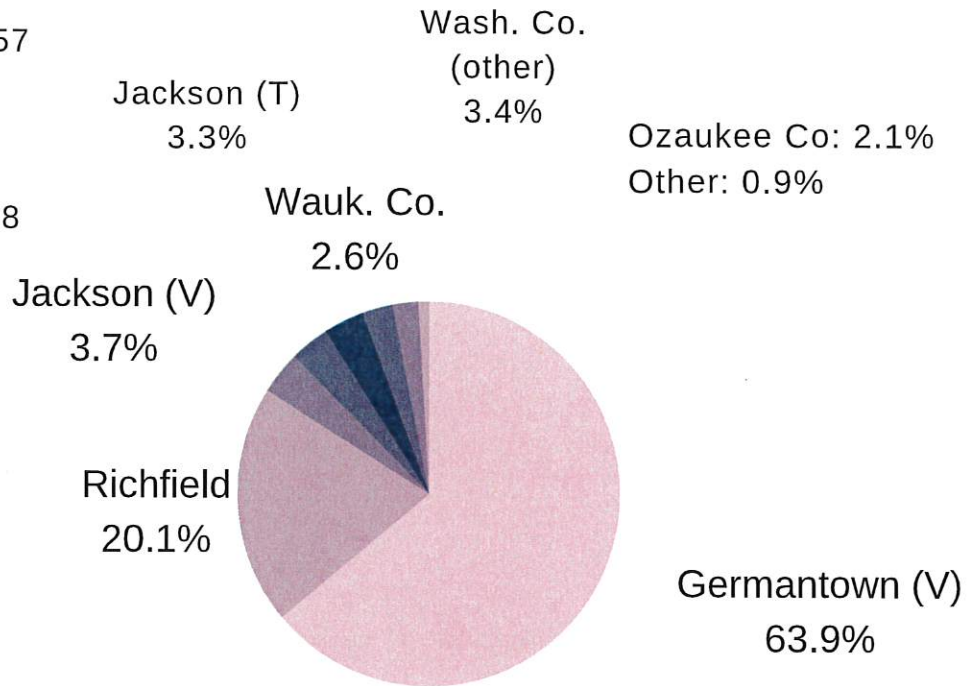
# GERMANTOWN COMMUNITY LIBRARY 2022 CIRCULATION BY THE NUMBERS

\*Estimated Amounts to the Nearest \$1,000

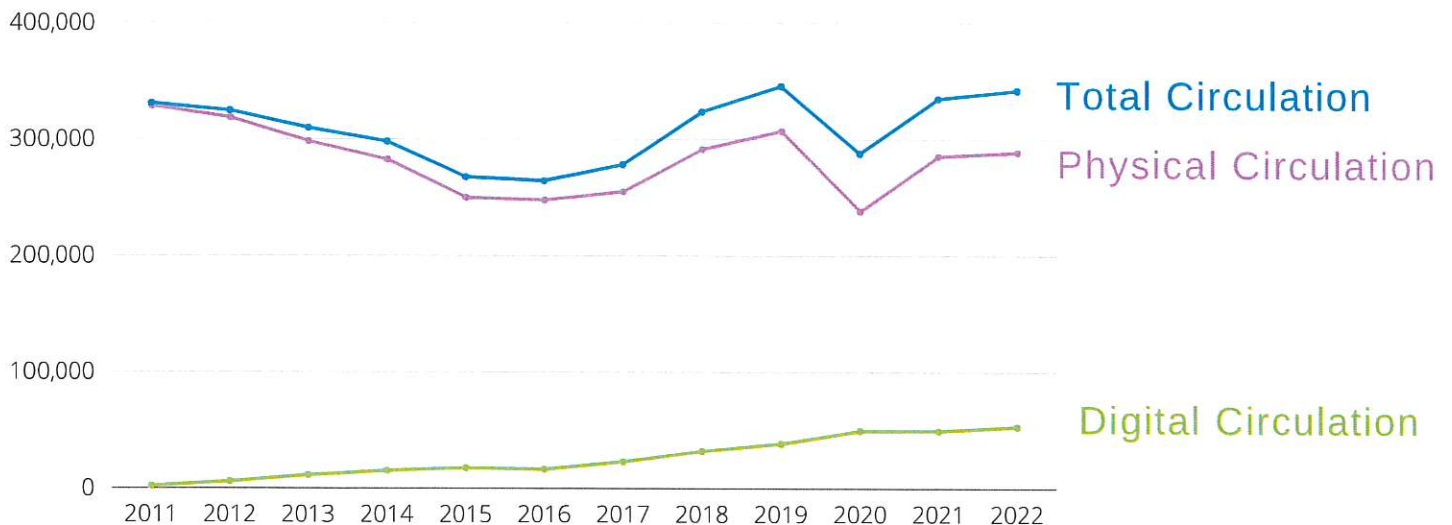
## Physical Circulation by Municipality\*

Germantown (V): 184,557  
Richfield: 57,944  
Jackson (V): 10,543  
Jackson (T): 9,626  
Wash. Co. (Other): 9,808  
Wauk. Co.: 7,397  
Ozaukee Co.: 6,196  
Other: 2,731

**= 288,802**



## Circulation Trends 2011 - 2022







**BUILD CONNECTIONS**  
**ENRICH LIVES**

# Germantown Community Library **STRATEGIC PLAN** **2023-2027**



**Building connections, enriching lives  
& growing our community.**

Approved: October 26, 2022 (Germantown Community Library Board)



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# MISSION

The Germantown Community Library is a cornerstone of our community that provides services, ideas, and resources that enrich lives, build connections, and grow the community.

The GCL lives this mission by

- Connecting people with information and resources they need to thrive.
- Providing a welcoming environment and positive experience for everyone.
- Cultivating learning at any age.
- Offering opportunities for entertainment and leisure.

*"The Germantown library is one of the "hidden" gems in our community. I have found it to be useful in every facet of my life! We are so fortunate to have a wonderful library with so many services to offer in our community."*

*-Community Survey Participant*



# WELCOME TO YOUR LIBRARY!

## Germantown Community Library Background

When the first Germantown Community Library was built in 1962, it served a population of just under 700 people and was open twenty hours a week. Fast paced growth in the next two decades led to the construction in 1982 of a new building that was five times larger. The appeal of Germantown's location, its thriving economy, and village services continued to attract new residents. By 2000, Germantown's population had grown past 18,000 and the library had outgrown its space. With an eye on future growth, the village approved a 26,000 square foot building that can be expanded by 13,000 square feet through an addition of a second floor mezzanine level. In 2002, the current building opened its doors and welcomed patrons.

The Village's foresight will almost certainly benefit community members in the coming years. Germantown continues to grow. As of 2022, the Germantown Community Library serves nearly 21,000 residents and an extended county population of 34,539 that includes the non-librarians of Richfield and Jackson. Richfield makes up 32% of the total service population and Jackson, 10%. Unsurprisingly, as the population has grown, so have the needs of community members for the Germantown Community Library. Collections, public spaces, technology, and programs have all flourished over the last several years.

Like many libraries, Germantown Community Library faces challenges, especially in the wake of the COVID-19 pandemic and the resulting disruptions. The library has many opportunities to serve the Village of Germantown and surrounding communities, but an increase in library space and/or the modification of existing spaces is crucial to meeting those needs. Germantown is growing and there is also an increase in the diversity of residents in and around the Village. This offers opportunities for the library to grow its user base and impact in the community, but also presents a real challenge as the needs of the different groups are varied. The library, as an employer, has been impacted by external events. COVID-19, staff shortages, and competing funding priorities are all challenges that the library faces, at least in the short term. However, through this strategic plan and with community guidance, the library will develop strategies to successfully meet these challenges and continue to thrive alongside the community it serves.

As the library's statistics show and as the community knows, the Germantown Community Library is ready to embrace the challenges before them. This was especially apparent in the last two years, as the library provided key services through commitment and innovative thinking during closures and public health concerns related to COVID-19. Faced with great challenges, the library thrived and worked to help others do the same, in ways big and small. With these experiences, a remarkable staff, and strong community support, the Germantown Community Library is well positioned to successfully achieve its strategic goals.

*It's a wonderful library - great place to study, learn, read, hang out - and all the staff are so friendly and helpful, they're terrific. The library is a real treasure!"*

*-2022 Community Survey Response*



# STRATEGIC GOALS

The following goals and objectives were determined after a thorough process of data and information gathering and analysis. They are rooted in community and library needs, articulated in survey results, community conversation findings, staff input, and quantitative data such as demographics and library statistics.

## Goal 1: Growing Services

Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

### Objectives

- Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

The Germantown Community Library is more than a physical space. It provides critical services to the community and as their needs grow and change, the library should be positioned to respond through quality collections, programming, and staff expertise. In times that have been challenging for most public libraries, the Germantown Community Library has thrived, as the following 2019 statistics clearly illustrate.

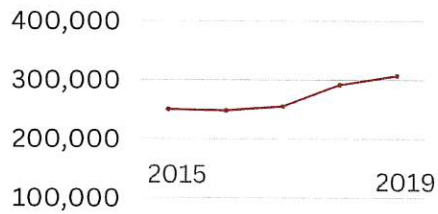
### Registered Borrowers



*GCL had a higher number of resident and non-resident cardholders than comparable libraries. (Data source: WiLS Annual Report Statistics 2019)*

## Circulation

### Germantown Circulation Growth



*GLC outpaced peer library circulation, driven in particular by children's circulation. (Data source: WiLS Annual Report Statistics 2015-2019)*

### Total Circulation

Germantown Library	307,047
Large Suburb Cohort	286,725

### Children's Circulation

Germantown Library	148,995
Large Suburb Cohort	130,576

## Programming

### Total Programming Attendance

Germantown Library	68,329
Large Suburb Cohort	66,549

*GCL offered fewer programs than peer libraries, but saw higher attendance numbers. (Data source for both charts: WiLS Annual Report Statistics)*

### Total Programs

Germantown Library	1,417
Large Suburb Cohort	2,178

A strategic plan is future facing, but rests upon the existing strengths of any organization. In order to maintain excellent services and a high quality collection, the library will continue to prioritize the fundamentals: collections, cardholders, and programming. This is directly in response to community needs and expectations of the Germantown Community Library. As one community conversation attendee put it, "How-to's, learning, education – it's at the library. Get it all at the library."



# Goal 2: Growing Spaces

Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.

## Objectives

- Develop pathways for expansion of the library's footprint
- Improve visitor and staff satisfaction within the physical library space

The Germantown Community Library has successfully met community needs through collection development, outreach and partnership building, and programming. However, the population of Germantown and the surrounding, non-librariated communities continues to grow, resulting in more, and also varied, demands on the library's spaces and services. Although the library's building is comparable in size to its cohorts, it has a larger patron base and participation rate, reinforcing both the need and community support for library services and spaces. It can be difficult for any library to balance the space needs for all patrons. As the Germantown Community Library has, in the last decade, added programming, early literacy activities in the children's space, and creative spaces, it has become busier and more lively. This has resulted in the need for quiet spaces where patrons can read, study, and explore without interruption.

*"My usage of the library has changed as my kids have grown up. Now I appreciate quiet space for adults and books easily visible that catch my interest, but before I most appreciated a place for kids to read, listen, and tinker/play. I'm amazed with all the library has been putting out there lately--so many activities. I hope you have lots of folks taking advantage of and enjoying all the library has been offering."*  
-2022 Community Survey Response



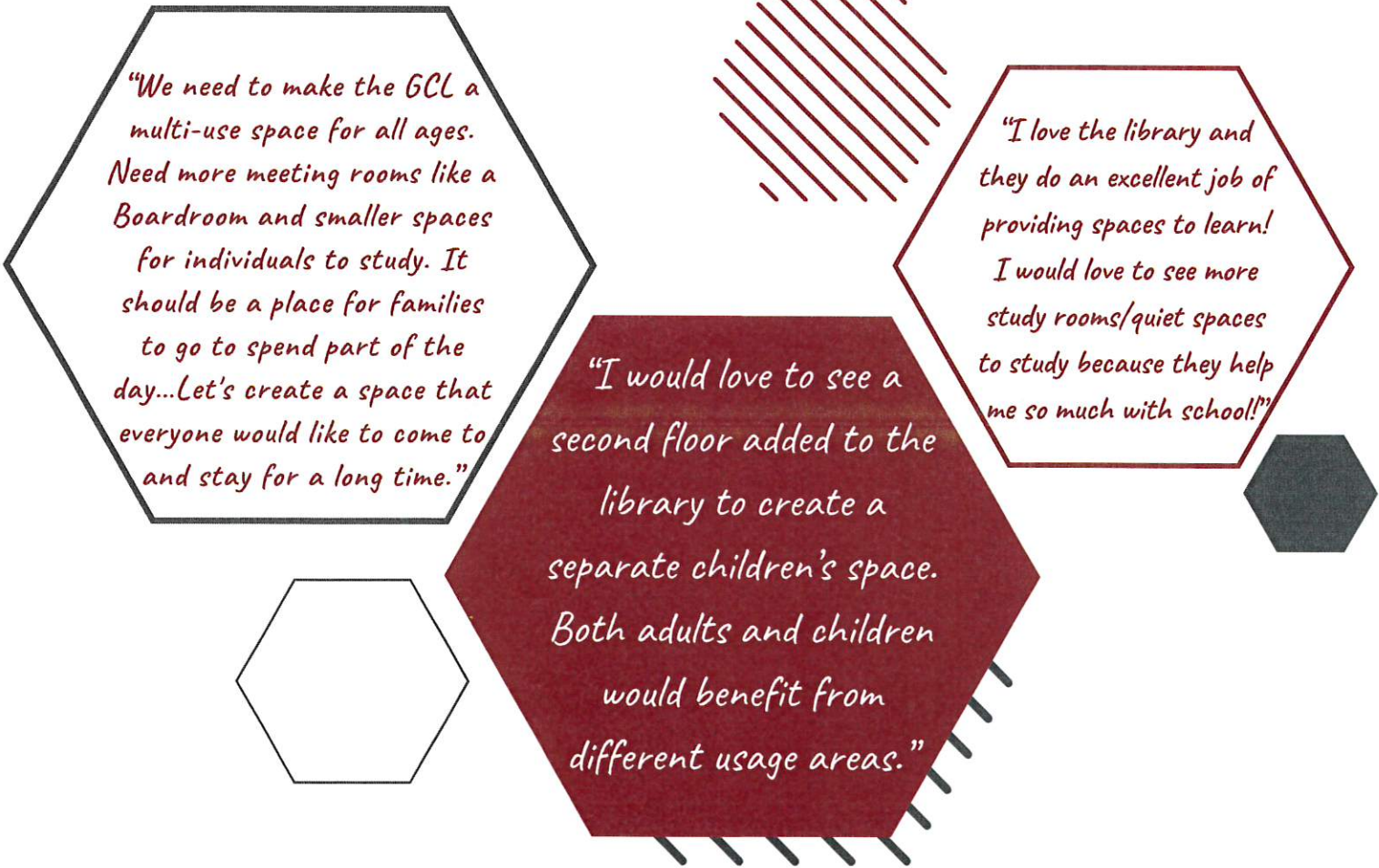


Data and information gathered in the planning process points toward support and need for building expansion. Survey respondents' top priority for improving the physical space of the library was the creation of a designated quiet space to read and work, something not possible with the current building's footprint.

Based on a Survey Scale of 1-5 (1=lowest, 5=highest)

Building Expansion Priorities	Weighted Score
#1 - Create a designated quiet space to read, work or study.	4.23
#2 - Create a Makerspace area.	3.95
#3 - Create more interactive activities in the Children's Area.	3.65
#4 - Create more collaborative spaces and group study rooms.	3.26
#5 - Create a space for teens.	3.07
#6 - Provide options for pick up of material.	3.05

Community conversations and the survey clearly indicated community support for library expansion. Here are just a few statements shared via the community survey:



Of course, some improvements to the existing space can also be made through careful study and intentional updates.



# Goal 3: Growing Collaborations & Community

Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.

## Objectives

- Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

Throughout the planning process, the library heard from staff, trustees, and community members that the Germantown area and surrounding communities have a plethora of service organizations, government and civic agencies, and community groups to serve the varied needs of residents. While there are strong services and partnerships, community conversation participants shared that there is room for better coordination to improve access to services, reach more people, and decrease duplicative efforts. The community conversations showed gaps in awareness of local services and helped build connections and partnerships in real time, with individuals staying after to exchange information with each other.

**Over 90% of survey takers strongly agreed that the library is important for the community.**

The Germantown Community Library has worked to create and cultivate relationships throughout the Village and surrounding area. The library has started to go beyond community outreach to community partnership building. Hiring a Library Outreach Specialist in 2021 has helped solidify the library's outreach and community building efforts. The library is seen by many as a natural partner, whether they are hosting community events, participating in committees, or visiting locations off site. In fact, the library has regular requests from community partners to host, promote, or take part in local events and happenings. The library's success in this area has resulted in a real need to define and systematize community partnerships and the processes that can help with prioritization and to ensure these partnerships thrive.



# Goal 4: Growing Community Awareness

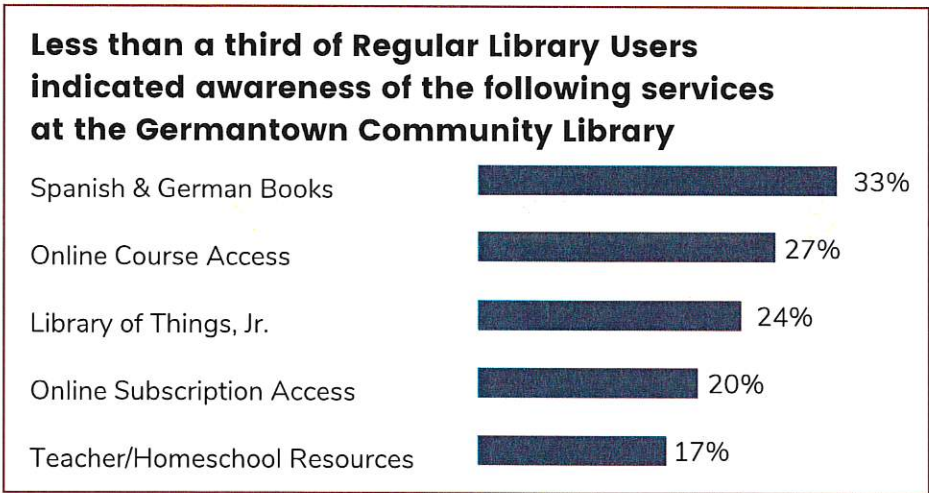
The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

## Objectives

- Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librariated communities and Washington County.
- Create a marketing plan that incorporates local communication channels.

There is always room for increased awareness of the services and resources available through the Germantown Community Library. Whether one is a resident of Germantown, Richfield, or Jackson, or a Germantown Village Trustee, messaging to showcase the work and value of the library should be clear and easy to find and follow. The library has a healthy (and growing) communications toolbox: the electronic newsletter and communications in the library are excellent ways to reach library users, and the library’s social media presence, with over 3,500 followers on Facebook, is a powerful way to reach those that visit the library less frequently. Gaps in various age groups and service populations provide opportunities for the library to increase awareness for non-library users.

The community survey showed high awareness of core library services, such as books to borrow, computers and wi-fi, and the children’s area. It also revealed some services the library could increase awareness of by using appropriate messaging and channels.



Community conversations highlighted the fact that effective communication is a challenge throughout Germantown and the surrounding area; people are not always sure where to find community information. Service providers and community groups shared a desire for a centralized pathway to amplify messages and reduce duplication of, or gaps in, sharing about services and events. In its physical and metaphorical role as a community center, the library has a role in helping improve awareness of community events—though this must be done with the library’s mission and capacity in mind.



# Goal 5: Growing Organizational Wellbeing

The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.

## Objectives

- Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- Expand organizational capacity to maintain and grow service areas.
- Develop internal infrastructure to document and train on library activities, processes, and practices.
- Continuously promote an internal culture that focuses on staff wellbeing.

Stewardship, the responsible management of the library, is a core value of the Germantown Community Library administration and staff. It includes the responsibility to cultivate of income streams that are sustainable and supportive of the library's operations and the community's needs. The survey and community conversations showed the need for an expanded library with multi-purpose spaces that serve a diverse array of ages and stages. The library and the Board of Trustees understands that the funding of this initiative will need to involve a multi-pronged approach that includes donations, partnerships, and municipal support, both in Germantown and non-librariad communities the library serves.

The Germantown Community Library has been incredibly successful in pursuing its mission over the past several years. Program numbers have increased, outreach has been prioritized, and partnerships sought and sustained, all on top of the traditional operations of the library. This success means the library needs to look carefully at organizational capacity, balanced workloads, and the ability to attract and retain top notch staff, who are the heart of the library and its successes.

*"I have found that every interaction I have had with every staff member has been extremely friendly and showing a desire to help. Thank you!"*  
-Community Survey Response



# IMPLEMENTING THE PLAN

The Germantown Community Library Director will regularly update the Library Board each year of the 5-Year Plan (2023-2027) following the timeline below on the implementation progress of the strategic plan.



## **February / March**

The library director, with staff input, will provide the Library Board, Village Board, and Monarch Library System with a report on progress made toward implementing the plan through prioritized activities/projects.



## **May / June**

The library director, with staff input, and the Library Board will review current year goal progress, and make necessary changes based on changes in conditions and capacities. Additionally, the library director with staff and board input will identify key priority activities/projects for the next year, in preparation for the library's budget process.



## **June - November**

The library director, with staff, library board and village input, prepares the library budget taking into consideration the identified activities/projects to achieve the defined goals.



## **September / October**

The library director, with staff input, will provide the Library Board with a summary of the current year's goal progress and make necessary changes based on changes in conditions, capacities and remaining budget.



## **November / December**

The library director, with supervisor input, will provide feedback to staff in their performance reviews on progress made on activities/projects for the past year.

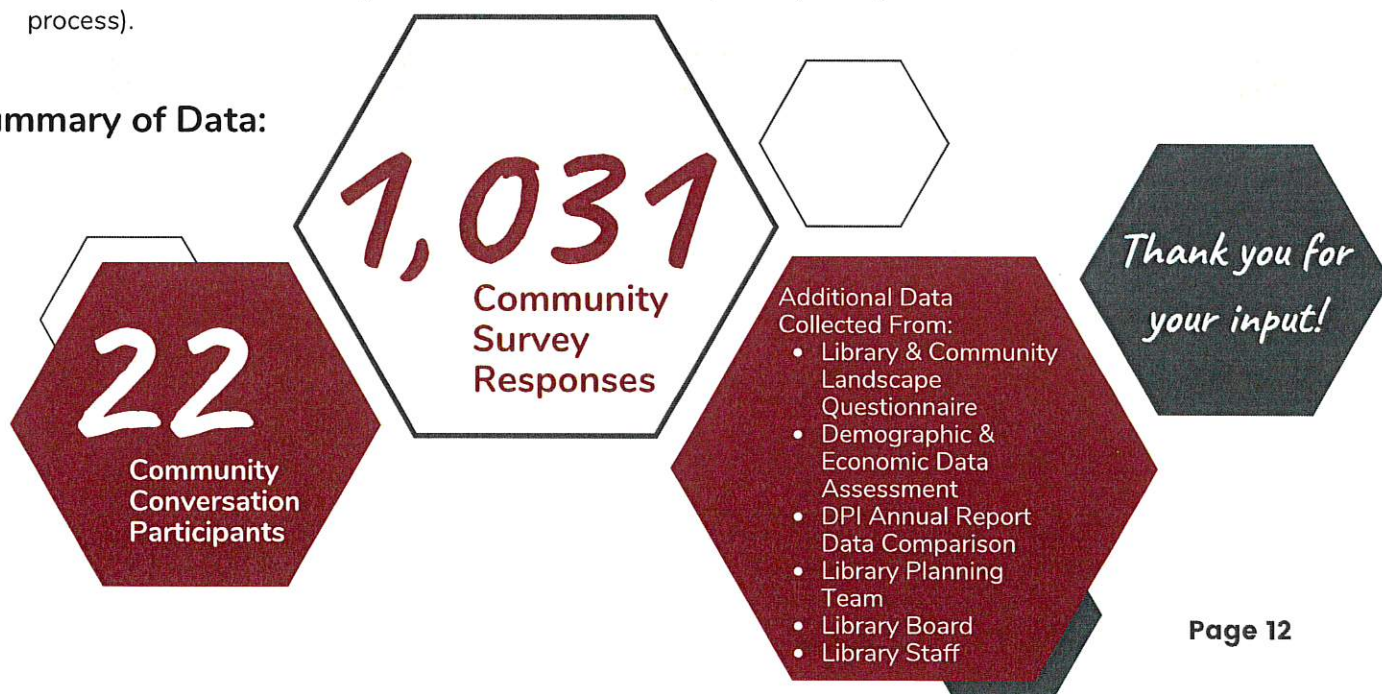


# ABOUT THE PROCESS

In late 2021, the Germantown Community Library formed a strategic planning committee with representatives from the library staff, Library Board, and the Library Friends group. This group, led by the library director, oversaw the planning process, from data and information gathering to the writing of the plan, with consultants from WiLS (Wisconsin Library Services) helping guide the process and providing data expertise.

- November 1, 2021: A Library and Community Landscape Questionnaire, completed by the planning team.
- January 11, 2022: A Library Staff SOAR (Strengths, Opportunities, Aspirations and Results), facilitated by consultants. Work on the refreshed mission statement was also completed during this meeting.
- January 12 – February 7, 2022: Conducted a Community Survey that was completed by 1,031 community members, including both users and non-users of the library.
- February 3 -11, 2022: Three Community Conversations that were facilitated by consultants and attended by planning team members. The conversations were attended by twenty-three community members including business and civic leaders, educators, local residents, and library patrons from Germantown, Richfield and Jackson.
- Annual library operations and service data submitted to the Wisconsin Department of Public Instruction (DPI) for the years 2015-2019. Due to the COVID-19 pandemic statistics for 2020 and 2021 were not used as a result of library closures and limited services available to patrons.
- Demographic and economic data from the American Community Survey and the 2000 and 2010 US Census (2020 data was not available publicly during this process).

## Summary of Data:





# ACKNOWLEDGEMENTS

This process would not have been possible without the involvement of the communities of Germantown, Richfield and Jackson. The library offers sincere appreciation for the time community members spent completing the survey and taking part in community conversations.

The library would also like to thank all of their staff members for their work and dedication throughout the planning process.

Special thanks to the planning committee members who spent several months and many hours ensuring that the 2023-2027 Strategic Plan meet the needs of the Germantown Community Library and those it serves. Members were:

- Trisha Smith, Library Director
- Connie Lloyd, Library Assistant Director
- Cara Reimer, Library Outreach Specialist
- Joyce Nelson, Library Board President and Monarch Library System Board Member
- Jan Miller, Library Board and Village of Germantown Trustee
- Joletta Kerpan, Library Board Trustee and Germantown Chamber of Commerce Executive Assistant
- Barb Pueringer, Friends of the Germantown Community Library Member

## 2022 Library Board of Trustees

- Joyce Nelson, President
- Christa Potratz, Vice President
- Darlene Vosen, Treasurer
- Charlene Brady
- Joletta Kerpan
- Jan Miller, Village Trustee Representative
- Trisha Smith, Library Director

Finally, the Germantown Community Library would like to thank Laura Damon-Moore, Kim Kiesewetter, and Melissa McLimans from WiLS for their plan consultation and facilitation services and data collection and analysis.



N112 W16957 Mequon Rd  
Germantown, WI 53022  
(262) 253-7760

<https://www.germantownlibrarywi.org>  
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6a- 6h

Item 6i –

Forthcoming



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: Consent Agenda

DATE SUBMITTED: February 10, 2023

SUBMITTED BY: Donna Cox, Deputy Clerk

*POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE ATTACHED CONSENT AGENDA?*

*ISSUE SUMMARY:*

Included for your review are the Vouchers for Payment, Treasurer's Report, Minutes from the December 15, 2022 Regular Village Board Meeting, Applications for New Operator's Licenses, Applications for Temporary Operator's Licenses, Application for a Temporary Class B Picnic License for St. Gabriel's Parish, Application for Change of Agent to the Alcohol Beverage License for the American Legion Post, MS4 Annual Report to the DNR, and Resolution R2023-02-01, A Resolution Honoring the Life and Service of Village Trustee Bill Collins.

**MS4 Report**

Attached is the draft report. I have highlighted the missing data and provided a comment in red. We are working to get this information filled in and completed by next week Thursday. The Village is required to allow the public to provide input and comments on the MS4 Report and future activities. It is a permit requirement and is part of the Public Education and Outreach plan to present at the Village Board meeting. Last year, our Village Engineer did a presentation in April. This year, we plan to give the report during the month of March. Reports will be available at Village Hall for public consumption.

Regarding Public Education and Outreach, the requirements traditionally easy to meet. However, the different rules or categories we have to touch on and methods we need to use requires planning. We have a five-year plan. Attached is a spreadsheet outlining the plan. The summary is intended to check off all the rules. Village Staff needs to make sure that we hit the minimum permit requirements so we need to find potential items to substitute if we can.

*FISCAL IMPACT:*

*REVIEWED BY:* \_\_\_\_\_  
*Village Deputy Treasurer*

Initial Project Costs:

Future Ongoing Costs:

Physical Impact (on people/space):

Residual or Support/Overhead/Fringe Costs:

*ATTACHMENTS:*

1. Vouchers for Payment
2. Treasurer's Report
3. Meeting Minutes – December 15, 2022, Regular Village Board Meeting
4. Applications for New Operators Licenses
5. Applications for Temporary Operator's Licenses
6. Application for a Temporary "Class B" / Class "B" Picnic License – St. Gabriel's Parish Event, 03/04/2023
7. Application for Change of Agent – American Legion Post
8. MS4 Annual Report to the DNR
9. Resolution R2023-02-01, A Resolution Honoring the Life and Service of Village Trustee Bill Collins  
**(FORTHCOMING)**





# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: Consent Agenda

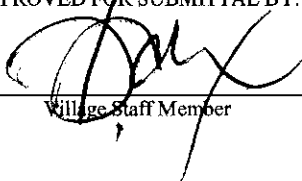
DATE SUBMITTED: February 10, 2023

SUBMITTED BY: Donna Cox, Deputy Clerk

### STAFF RECOMMENDATION:

Motion to approve the Vouchers for Payment, Treasurer's Report, Meeting Minutes of the December 15<sup>th</sup> 2022 Regular Village Board Meeting, Applications for New Operator's Licenses (per attached list), Applications for Temporary Operator's Licenses (per attached list) Application for a Temporary Class B Picnic License for St. Gabriel's Parish event being held on March 4, 2023, Application for Change of Agent to the Alcohol Beverage License for the American Legion Post, MS4 Annual Report to the DNR, and Resolution R2023-02-01, A Resolution Honoring the Life and Service of Village Trustee Bill Collins.

APPROVED FOR SUBMITTAL BY:



Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_



VILLAGE OF RICHFIELD  
VOUCHERS FOR PAYMENT  
FEBRUARY 2023

**BATCH #1**						
CHECK #	INV / PO#	DATE	PAYEE	AMOUNT	COMMENTS	
ACH	1904067	1/17/23	DELTA DENTAL	252.58	FEBRUARY SUPPLEMENTAL DENTAL AND VISION PREMIUM	
ACH		1/27/23	CAPITAL ONE	2,590.27	CREDIT CARD PURCHASES: DEC 08, 2022 - JAN 08, 2023	
19622	76038	1/17/23	SECURIAN FINANCIAL GROUP INC	35.98	JANUARY ACCIDENT PLAN PREMIUM	
19623	002832L	1/17/23	SECURIAN FINANCIAL GROUP INC	390.10	JANUARY & FEBRUARY LIFE INSURANCE PREMIUM	
ACH		1/26/23	WI DEPT OF REVENUE	1,290.44	STATE WH TAX- PE 1/15/23	
ACH		1/19/23	VILLAGE OF RICHFIELD	443.25	QUARTERLY PR #1	
19624-19625		1/19/23	COTE & MEEKS	110.81	QUARTERLY PR #1	
ACH		1/20/23	ELECTRONIC FEDERAL TAX PMT	91.88	FICA TAX- QUARTERLY PR #1	
19626	624310179	1/23/23	CENTURYLINK	9.82	DECEMBER LONG DISTANCE CHARGES	
19627	1103244	1/23/23	COMPASS MINERALS AMERICA	15,383.62	ROAD MATERIALS- BULK HIGHWAY COARSE WYPS	
19628	860	1/23/23	EQUAL RIGHTS DIVISION	15.00	DECEMBER WORK PERMITS	
19629		1/23/23	ALLEN SCHMITT	35.00	REIMBURSE MAILBOX	
19630	35956	1/23/23	MENARDS	32.99	DPW SUPPLIES	
19631		1/23/23	PORT A JOHN	295.00	HANDICAP & SEASONAL RESTROOMS- HERITAGE PARK & BARK LAKE BOAT LAUNCH	
19632	510810-12-22	1/23/23	PREMIUM WATERS INC	54.98	DECEMBER BOTTLED WATER SERVICE	
19633	122422H9	1/23/23	RALPH WILLIAMS SERVICE LTD	625.00	TOWING SERVICE- TRUCK #19	
19634		1/23/23	JEFF OR KATIE SPENNER	2,000.00	REFUND ROAD BOND- PERMIT #0850-20-9B	
19635		1/23/23	PENFLEX INC	1,000.00	RVFD SERVICE AWARD PROGRAM (SAP) 2022- REIMB BY RVFD	
19636		1/23/23	UBS FINANCIAL SERVICES	11,275.00	RVFD SERVICE AWARD PROGRAM (SAP) 2022- REIMB BY RVFD	
19637		1/23/23	RICHFIELD VOL FIRE DEPT CO	59,815.82	FEBRUARY CONTRACT SERVICES	
19638	22-1693E	1/23/23	TLB WOOD PRODUCTS LLC	7,264.00	GRINDER, OPERATOR & MOBILIZATION EACH WAY	
19639	553718520	1/23/23	US CELLULAR	243.75	MONTHLY SERVICE CHARGES 01/02/23 THROUGH 02/01/23	
19640	G2545	1/23/23	WISC DEPT OF JUSTICE	7.00	DECEMBER BACKGROUND CHECKS	
19641	248510	1/23/23	CIMC PLUS	7,056.65	ANNUAL WEBSITE RENEWAL- HOSTING, SUPPORT & MEDIA CENTER STORAGE / SSL CERTIFICATE FEE	
19642	29-106	1/23/23	CIVI TEK CONSULTING	65.70	DECEMBER CONSULTING SERVICES	
19643	2-22016	1/23/23	MILWAUKEE SPRING AND ALIGNMENT	2,116.00	TRUCK #26- REAR LEAF SPRING REPLACEMENT	
19644	75203	1/23/23	ONTCY SYSTEMS INC	280.00	DECEMBER CLOUD BACKUP AGREEMENT	
19645		1/23/23	SUNBELT RENTALS INC	382.28	LIGHT TOWERS- ELECTION DAY	
19646	45	1/23/23	WASHINGTON CNTY HUMANE SOCIET	1,163.22	1ST PAYMENT- CAT CONTRACT	
ACH		1/24/23	VILLAGE OF RICHFIELD	20,236.55	BIWEEKLY PR #2	
ACH		1/25/23	ELECTRONIC FEDERAL TAX PMT	7,110.37	FICA TAX- BIWEEKLY PR #2	
ACH		1/11/23	WISCONSIN DEFERRED COMP	1,046.00	PLAN 457- BIWEEKLY PR #2	
ACH		1/11/23	EXPERTPAY- WI SCTF	461.53	CHILD SUPPORT J TILLMANN & A LYNEIS- BIWEEKLY PR #2	
ACH		1/25/23	POSTMASTER	1,000.00	REPLENISH POSTAGE METER	
19701		1/27/23	POSTMASTER	1,178.38	NEWSLETTER JAN/FEB POSTAGE	
19702	306-191308	1/30/23	BUREAU OF CORRECTIONAL	387.13	TRANSMISSION FLUID- 55 GAL DRUM & DEPOSIT	
19703	1109311	1/30/23	COMPASS MINERALS AMERICA	16,939.88	ROAD MATERIALS- BULK HIGHWAY COARSE WYPS	
19704	362373 / 362117	1/30/23	EH WOLF & SONS INC	100.03	KEROSENE / LESS- DRUM DEPOSIT RETURN	
19705	6843813-2275-0	1/30/23	WASTE MANAGEMENT OF MILW	306.37	SERVICE PERIOD: 01/01/23 - 01/31/23	
19706		1/30/23	PORT A JOHN	236.00	HANDICAP RESTROOMS- LITTLE FRIESS LAKE BOAT LAUNCH & NATURE PARK	
19707		1/30/23	MILWAUKEE BUSINESS JOURNAL	150.00	ANNUAL RENEWAL	
19708		1/30/23	PUBLIC HEALTH DEPARTMENT	120.00	TN WELL TESTING 2022	
19709		1/30/23	WCMA	162.00	ANNUAL MEMBERSHIP RENEWAL- J HEALY	
TOTAL BATCH #1				163,560.36	Checks written end of January	

**BATCH #2**						
CHECK #	INV / PO#	DATE	PAYEE	AMOUNT	COMMENTS	
19710	262628750101	2/1/23	AT&T	164.45	MONTHLY SERVICE- JAN 19 THRU FEB 18	
19711		2/1/23	CINTAS CORPORATION LOC	805.84	JANUARY DPW UNIFORM SERVICE	
19712		2/1/23	COMPASS MINERALS AMERICA	15,778.28	ROAD MATERIALS- BULK HIGHWAY COARSE WYPS	
19713	93288	2/1/23	EWALD'S HARTFORD FORD LLC	244.62	TRUCK #1- PLUGS & WIRE ASY	
19714	2-23001	2/1/23	EWALD CHEVROLET BUICK LLC	39,404.50	2023 CHEVROLET SILVERADO 3500	
19715	3990	2/1/23	FALLS AUTO PARTS & SUPPLIES INC	307.00	JANUARY PURCHASES: DPW STOCK, TRUCK #1- RELAY SWITCH & TRUCK #25- REAR BRAKES	
19716	AR186638	2/1/23	FORWARD TS	184.20	SHARP COPIER CONTRACT- 12/12/2022 TO 1/11/2023	
19717	38247 / 38094	2/1/23	MENARDS	135.48	VILLAGE HALL SALT & DPW SUPPLIES	
19718	1351897-IN	2/1/23	PORT A JOHN	118.00	HANDICAP RESTROOM- BARK LAKE PARK	
19719	04277779-4163-6	2/1/23	WASTE MANAGEMENT OF MILW	241.30	SERVICE PERIOD: 01/01/23 - 01/15/23	
ACH		2/2/23	VILLAGE OF RICHFIELD	1,779.71	MONTHLY PR #2	
ACH		2/2/23	ELECTRONIC FEDERAL TAX PMT	440.21	FICA TAX- MONTHLY PR #2	
19720	23-126	2/1/23	ELECTION SOURCE	2,421.89	VOTING BOOTHS WLED LIGHTS	
19721	2-23002	2/1/23	LAKEVIEW INTERNATIONAL TRUCKS	8,959.58	TRUCK #27- REPLACEMENT PLUGGED INTAKE MANIFOLD	
19722		2/1/23	WALKESHA COUNTY PUBLIC WORKS	70.00	MEMBER DUES- 8 THICKE	
19723	00159768	2/1/23	PLASTICARDS INC	297.50	ANNUAL YARD PASS HANGERS	
19724	1514	2/1/23	TWO BROTHERS AND A MOP	579.00	JANUARY CLEANING SERVICES- VILLAGE HALL & DPW	
19725	202301003	2/1/23	VANDEWALLE & ASSOCIATES INC	11,143.35	UTILITIES EXTENSION, W001	
19726	216744	2/2/23	HOMERS TOWING SERVICE INC	450.00	TOWING SERVICE- TRUCK #16	
19727		2/2/23	WE ENERGIES	5,031.90	BILL PERIOD: 12/15/2022 TO 01/22/2023	
ACH		2/10/23	STATE OF WI E-PAYMENT SERVICES	25,094.56	MARCH HEALTH INSURANCE PREMIUM	
ACH		2/7/23	VILLAGE OF RICHFIELD	22,581.04	BIWEEKLY PR #3	
ACH		2/8/23	ELECTRONIC FEDERAL TAX PMT	8,062.41	FICA TAX- BIWEEKLY PR #3	
ACH		2/8/23	WISCONSIN DEFERRED COMP	1,106.00	PLAN 457- BIWEEKLY PR #3	
ACH		2/8/23	EXPERTPAY- WI SCTF	461.53	CHILD SUPPORT J TILLMANN & A LYNEIS- BIWEEKLY PR #3	
ACH		2/8/23	WI DEPT OF REVENUE	1,189.08	STATE WH TAX- PE 12/31/22	
ACH		2/22/23	WI RETIREMENT SYSTEM	8,121.19	JANUARY CONTRIBUTIONS	
19728	002832L	2/9/23	SECURIAN FINANCIAL GROUP INC	195.05	MARCH LIFE INSURANCE PREMIUM	
19729	76038	2/9/23	SECURIAN FINANCIAL GROUP INC	35.98	FEBRUARY ACCIDENT INSURANCE PREMIUM	
TOTAL BATCH #2				155,203.66	Checks written February	

**BATCH #3: TAX YEAR 2022**						
CHECK #	INV / PO#	DATE	PAYEE	AMOUNT	COMMENTS	
19647		1/24/23	WASHINGTON COUNTY TREASURER	668.07	PILT- TAX YEAR 2022	
19648		1/24/23	GERMANTOWN SCHOOL DISTRICT	2,413.72	PILT- TAX YEAR 2022	
19649		1/24/23	HARTFORD UNION HIGH SCHOOL	111.71	PILT- TAX YEAR 2022	
19650		1/24/23	HOLY HILL AREA SCHOOL DISTRICT	198.01	PILT- TAX YEAR 2022	
19651		1/24/23	MILWAUKEE AREA TECH COLLEGE	262.36	PILT- TAX YEAR 2022	
19652		1/24/23	MORAIN PARK TECHNICAL COLLEGE	23.66	PILT- TAX YEAR 2022	
TOTAL BATCH #3				3,677.63	Checks Written PILT	

**TAX REFUNDS**						
CHECK #	INV / PO#	DATE	PAYEE	AMOUNT	COMMENTS	
19653-19700		1/27/23	TAX REFUNDS TO TAX PAYERS	38,860.52	TAX REFUNDS 2022	
VOID 19668/19673/19696						
TOTAL BATCH(S) TAX REFUNDS				38,860.52	Checks written January	
TOTAL				343,522.07		

**VILLAGE OF RICHFIELD**  
**Treasurer's Report for January 31, 2023**

**BANK ACCOUNT BALANCES**

	Interest Rate	Beginning Balance January 1, 2023	Interest Earned	Ending Balance January 31, 2023
Landmark Checking Account	0.25%	\$ 4,043,392.19	\$ 1,382.06	\$ 3,044,517.05
LGIP General Fund	4.26%	\$ 9,113,296.20	\$ 32,929.90	\$ 9,118,252.37
LGIP Fire Impact Fees	4.26%	\$ 10.28	\$ 75.12	\$ 28,059.13
LGIP Park Impact Fees	4.26%	\$ 158,579.86	\$ 626.22	\$ 178,570.08
Forte Comm Invest MMDA N/P-X677	1.30%	\$ 1,247,327.73	\$ 1,418.19	\$ 1,248,745.92
Forte Comm Invest MMDA PB-X803	1.24%	\$ 400,827.30	\$ 434.87	\$ 401,262.17
Forte Comm Invest MMDA PB-X810	1.24%	\$ 262,466.06	\$ 284.76	\$ 262,750.82
Forte Comm Invest MMDA PB-X871	0.45%	\$ 33,676.96	\$ 13.24	\$ 33,690.20
Forte Comm Invest MMDA PB-X095	1.24%	\$ 250,157.53	\$ 271.40	\$ 250,428.93
Westbury Bank Comm MMA X1329	0.50%	\$ 259,192.74	\$ 77.05	\$ 259,269.79

**CERTIFICATES OF DEPOSIT**

	Purchase Date	Expiration Date	Interest Rates	Amount
Forte Bank -X305- 28 Month	July 5, 2022	November 5, 2024	1.25%	\$ 277,963.76

**\*\* All CD's are fully FDIC insured\*\***

**LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES**

	Purchase Date	Expiration Date	Amount
TriCity National Bank (Hartford Land Development LLC/Monches Highland- LOC)	May 24, 2022	May 24, 2024	\$ 622,674.00
Forte Bank (Elmwood Highland Estates- LOC)	June 10, 2022	June 10, 2024	\$ 201,000.00
Forte Comm Invest MMDA N/P-X190 (Kwik Trip- Escrow of Funds)	March 17, 2022		\$ 149,105.24



**Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board Meeting Minutes  
December 15, 2022  
7:00 PM**

**1. Call to Order/ Roll Call**

The meeting was called to order by Village President John Jeffords at 7:03 PM. A quorum of the Village Board was present.

Present: President Jeffords, Trustees; Tom Wolff, Dan Neu, and Don Kriefall

Excused Absence: Trustee Bill Collins

Also Present: Village Administrator Jim Healy and Deputy Clerk Donna Cox

**2. Verification of Compliance with Open Meeting Law**

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

**3. Pledge of Allegiance**

**4. PUBLIC COMMENTS:**

Village President John Jeffords read aloud the following insert related to Public Comments:

*Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the Village President*

**5. CONSENT AGENDA**

- a. Vouchers for Payment
- b. Treasurer's Report
- c. Meeting Minutes
  - i. November 17, 2022 – Regular Meeting
  - ii. December 1, 2022 – Joint Village Board and Plan Commission Meeting
- d. Application for New Operator's License
- e. Application for Coin Operated Machine License – *Bill & Roxy's Shenanigans*
- f. Letter of Credit Reduction – Elmwood Highlands Subdivision
- g. Re-approval of a One-Lot CSM for properties identified by Tax Keys: V10\_034800A and V10\_034800B – *Kwik Trip, Petitioner*

Motion by Trustee Kriefall to approve the Vouchers for Payment, Treasurer's Report, Village Board Meeting Minutes from November 17, 2022 and Joint Village Board and Plan Commission Meeting Minutes from December 1, 2022, Application for New Operator's License per the attached list, Application for Coin

Operated Machine License per the attached list, Letter of Credit Reduction for Elmwood Highlands Subdivision per the Recommendation of the Village Engineer in his letter dated December 9, 2022, and the approval of a One-Lot CSM for Kwik Trip Inc for their properties identified by Tax Keys: V10\_034800A and V10\_034800B; Seconded by Trustee Neu; Motion carried without objection

## 6. DISCUSSION/ACTION ITEMS

### **a. Discussion/Action regarding Ordinance O2022-12-01, An Ordinance making various amendments to Chapter 170 Zoning Code related to “accessory buildings” (ie: Sheds)**

Administrator Healy introduced item 6a.

It was an inevitability that after our Code was adopted by the Village Board, that Village Staff would find a provision that failed to be included, was worded improperly, or did not address the “spirit” of what the Plan Commission and the Village Board were attempting to achieve. Tonight, we are addressing something which has become commonplace in Zoning Codes across the State of Wisconsin and historically here in the Village of Richfield, which is the allowance for “Sheds” in residential zoning districts. While the common colloquialism is to refer to them as “sheds”, “garden sheds”, etc. they are more properly referred to by Staff as an “accessory structure” or “accessory building” which is less than 192sqft (12’x16’). Presently, our “Appendix C” addresses them in part, but the currently adopted Zoning Code for the Village does not mirror the way our previous Codes have been written and it has caused confusion amongst residents and in our Building Inspection Department. Specifically, the previously approved setbacks for “Sheds” were not included in many of the residential Zoning Districts. At the direction of the Village President, this matter was brought before the Plan Commission and Village Board. The proposed changes are shown in the MS Word Redline Feature for the ease and convenience of the Village Board.

Motion by Trustee Wolff to approve Ordinance No. O2022-12-01, An Ordinance making various amendments to Chapter 170 Zoning Code related to “accessory buildings” (ie: Sheds); Seconded by Trustee Neu; Motion carried without objection.

### **b. Discussion/Action regarding Ordinance O2022-12-02, An Ordinance to rezone a subject property identified by Tax Key: V10\_000200A001 from I-1, Light Industry to B-4, Highway Business District. – *Helsan Development Co. LLC, Petitioners***

Administrator Healy introduced item 6b.

Staff has been working with the owner of this property, Helsan Development Co. LLC for the last several months regarding a parcel of land they own on Helsan Drive, just north of Cabela’s on STH 145. The subject property is 2.13-acres (92,783sqft.) and was believed by the owner of the property to be considered some sort of “commercial retail” because its tenants have largely been just that, commercial. Examples of their previous and current tenants have been Hallman Lindsay Paint Store, Peaceful Pets (pet crematory & cremation memorial service), Wisconsin Monument (headstones), Wicked Archery, Smart Choice MRI, The Beef Jerky



Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board Meeting Minutes  
December 15, 2022  
7:00 PM

Outlet, and Beautistry Hair Salon. While these uses were all approved by the Plan Commission in the previous Code's M-4, Industrial Park District Zoning Category, the I-1 Light Industrial has a more limited scope of retail/commercial uses which are allowed by design.

What is being proposed is to rezone the property from I-1, Light Industry Zoning District to the B-4, Highway Business District. The intent of the B-4, Highway Business District is as follows:

*The District is intended to provide for the orderly and attractive grouping at appropriate locations along principal highway routes of those businesses and customer service establishments which are logically related to and dependent upon highway traffic or which are specifically designated to serve the needs of such traffic."*

Motion by Trustee Neu to approve Ordinance No. O2022-12-02, An Ordinance to rezone a subject property identified by Tax Key: V10\_000200A001 from I-1, Light Industry to B-4, Highway Business District; Seconded by Trustee Kriefall; Motion passed without objection.

**c. Discussion/Action regarding a One-Lot Certified Survey Map (CSM) for properties located at 3172 Willowgate Pass identified by Tax Keys: V10\_1387016002 and V10\_1387014001 – David and Susan Zanon, Petitioners**

Administrator Healy introduced item 6c.

The petitioner is proposing to combine two (2) platted subdivision lots (Lot 15 and Lot 16) from the Willowgate Subdivision. Like previous CSMs the Village has recently reviewed, this proposed CSM will address a situation which has existed since the early 1990's, where a detached accessory structure was allowed to be constructed on a separate parcel, that was at the time and currently is in common ownership, but by today's standards would be considered illegal. Again, this was during a period when the Town of Richfield's Zoning Code was being administered by the Washington County Planning and Parks Department.

It is the understanding of Staff from speaking to the petitioners that at one time a property boundary line relocation was done to effectively split the property identified by Tax Key: V10\_1387016002 between the directly adjacent properties. The western portion of the property (shown on the CSM with the "hooker line" was then later purchased by the petitioners to take ownership of the entire property (Lot 16 of the Willowgate Subdivision). The property owners still receive two (2) tax bills but would like them to be consolidated onto a single tax bill because this property is being assessed at approximately \$136K for the land value only and they have no intention to ever have it built upon. From a planning and zoning perspective, this current situation is inherently problematic and the approval of this proposed CSM would create a conforming lot.

Motion by Trustee Kriefall to approve the proposed One-Lot CSM for properties identified by Tax Keys: V10\_1387016002 & V10\_1387014001, owned by David H Zanon and Susan M Zanon and David H Zanon Revocable Trust, subject to the following General Conditions of Approval:

**General Conditions of Approval:**

1. **Staff and Governmental Approval:** Subject to the developer satisfying all comments, conditions, and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per Ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per Ch. Trans. 236, Wisconsin Statutes,

and Washington County; in regard to the Final Plat, and obtaining all necessary permits and approvals, and satisfaction of applicable requirements of State, Federal, and Village Codes, statutes, lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.

2. **Professional Fees:** Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. **Payment of Charges:** Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators, or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permits fees or any other fees owed to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval.

Seconded by Trustee Wolff, Motion passed without objection.

**d. Discussion/Action regarding a One-Lot CSM for properties located at 5082 Lakeview Ave. identified by Tax Key: V10\_069200C – Scott and Anastasia Brokiewicz, Petitioners**

Administrator Healy introduced item 6d.

The petitioner is proposing to combine four (4) platted subdivision lots (Lots 6 through 9) from the Hoffmann's Friess Lake Estates Subdivision. Like previous CSMs the Village has reviewed, these lots were combined for tax purposes by the Washington County Real Property Lister and/or County Treasurer some time ago, but they are individual lots which each have their own individual legal description. Because the lots were all under "Common Ownership," it was allowed to be developed with the home being bisected by the individual property boundary lines. The subject property's home was constructed between 2000 and 2005, which the then Town of Richfield was not in charge of its own Zoning Code, and it was being administered by the Washington County Planning and Parks Department. By today's standards, the code would not let this property be developed without a CSM creating a singular property.

Motion by Trustee Wolff to approve the proposed One-Lot CSM for property identified by Tax Key: V10\_069200C (comprising of Lots 6 through 9), owned by Scott and Anastasia Brokiewicz, subject to the following General Conditions of Approval:

**General Conditions of Approval:**

1. **Staff and Governmental Approval:** Subject to the developer satisfying all comments, conditions, and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per Ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per Ch. Trans. 236, Wisconsin Statutes, and Washington County; in regard to the Final Plat, and obtaining all necessary permits and



Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board Meeting Minutes  
December 15, 2022  
7:00 PM

- approvals, and satisfaction of applicable requirements of State, Federal, and Village Codes, statutes,
2. **Professional Fees:** Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
  3. **Payment of Charges:** Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators, or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permits fees or any other fees owed to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval. lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.

Seconded by Trustee Neu; Motion passed without objection.

**e. Discussion/Action regarding the posting of public meeting notices**

Jim Healy introduced item 6e.

Wisconsin Statutes Section 985.02 was amended in past years to allow municipalities to post in less public locations, if it also posts on a municipal website. Because the Village does not have an "official newspaper", it is able to post and publish under the requirements of Wis. Stats. Section 985.02(2).

The Village Board agreed that the posting locations at Village Hall, the Hubertus Post Office, and on the Village's website were likely the most frequently visited to receive information on upcoming meetings.

Motion by Trustee Wolff to direct Staff that starting January 1, 2023, all notices requiring posting and agendas, shall be posted at the Village Hall, Hubertus Post Office, and online in compliance with Wisconsin's Open Meetings Laws and to direct Staff to contact the property owners of the Richfield and Colgate U.S. Post Offices to determine whether the posting boxes at those locations should be left or removed by Village Staff in the spring; Seconded by Trustee Kriefall; Motion passed without objection.

**7. PUBLIC COMMENTS - None**

**8. CLOSED SESSION**

- a. **Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator**

Village President John Jeffords read the Closed Session item aloud:

Village of Richfield  
4128 Hubertus Road, Hubertus, WI  
Village Board Meeting Minutes  
December 15, 2022  
7:00 PM

*Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator*

Motion by Trustee Kriefall to Enter into Closed Session; Seconded by Trustee Neu; Motion carried by voice vote.

**9. RECONVENE IN OPEN SESSION**

**a. Discussion/Action regarding matters addressed in Closed Session as outlined above**

Motion by Trustee Kriefall to Reconvene in Open Session and to make a motion to increase the salary of the Village Administrator to \$111,096 for FY2023 with the additional increase in funds to come from the Village Board's "Performance Incentive" budgetary line item unless other savings could be found or revenues generated; Seconded by Trustee Wolff; Motion carried by voice vote.

**10. ADJOURNMENT**

Motion by Trustee Kriefall to adjourn the meeting at 8:40 PM; Seconded by Trustee Neu; Motion carried by voice vote.

Respectfully submitted,

Donna Cox  
Deputy Clerk



**2022-2023**

**“NEW”**

**OPERATOR’S**

**LICENSE**

**APPLICATIONS**

---

- See Attached List

## 2022-23 "NEW" OPERATOR'S LICENSE APPLICATIONS

Meeting Date: February 16th, 2023

Submitted by: Deputy Clerk, Cox

	FIRST NAME	LAST NAME	ESTABLISHMENT
1	Angela	Pomerenke	Belshire Brewing Co
2	Keith	Pomerenke	Belshire Brewing Co
3	Stanley	Rankel	Sloppy Joe's
4	Robert	Neitzer	Fox and Hounds
5	Samantha	Jesmok	Johnny Manhattan's
6	Melissa	Kramer	Fox and Hounds
7	Madison	Miller	Badger Burger
8	Mitchel	Gurlusky	Pleasant Hill Bar & Grill



# 2023

## TEMPORARY OPERATOR'S LICENSE

### APPLICATIONS

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- See Attached List

## 2023 TEMPORARY OPERATOR'S LICENSE APPLICATIONS

Meeting Date: February 16, 2023

Submitted by: Deputy Clerk, Cox

	FIRST NAME	LAST NAME	ORGANIZATION / EVENT	DATE(S) OF EVENT	TYPE OF LICENSE
1	Dawn	Jorgensen	St. Gabe's Auction	4-Mar-23	Beer / Wine
2	Constance	Helm	St. Gabe's Auction	4-Mar-23	Beer / Wine



**2023**  
**TEMPORARY**  
**PICNIC**  
**APPLICATIONS**

---

PER ATTACHED LIST

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Click [here](#) to pay online

Application Date: 01/05/2023

☐ Town ☒ Village ☐ City of Richfield

County of Washington

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 03/04/2023 and ending 03/04/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☒ Church ☐ Lodge/Society  
☐ Chamber of Commerce or similar Civic or Trade Organization  
☐ Veteran's Organization ☐ Fair Association

(a) Name St. Gabriel Parish

(b) Address 1200 St. Gabriel Way, Hubertus, WI 53033

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 08/2002

(d) If corporation, give date of incorporation 08/2002

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Archbishop Jerome Listecky

Vice President Rev. Timothy Bickel

Secretary William Humpal

Treasurer George Wiciak

(g) Name and address of manager or person in charge of affair:

Connie Helm 5889 Shamrock Lane, Hubertus, WI 53033

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1200 St. Gabriel Way, Hubertus, WI 53033

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

Parish hall, gym, restrooms

## 3. Name of Event

(a) List name of the event Around the World Parish Auction

(b) Dates of event 03/04/2023

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

St. Gabriel Parish

(Name of Organization)

Officer Rev. Timothy Bickel 1/10/23

Rev. Timothy Bickel (Signature/date)

Officer William Humpal 1/10/23

William Humpal, Secretary (Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

✓ gave copy of app, DL, + Background ✓  
to BB.



**2023**

**“NEW”**

**AGENT**

**APPOINTMENT**

**APPLICATION**

---

Applicant –

Andrew Freihage

Entity -

American Legion Post

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☒ Village of Richfield County of Washington  
☐ City

The undersigned duly authorized officer/member/manager of American Legion Post 522  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

located at 3590 N Shore Dr, Hubertus, WI. 53033  
(Trade Name)

appoints Andrew Fredhage  
(Name of Appointed Agent)  
2470 Sunrise Ct, Shingor, WI. 53086  
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 2.5 yrs

Place of residence last year Shingor, WI.

For: American Legion Post 522  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

## ACCEPTANCE BY AGENT

I, Andrew Fredhage, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 12/28/22 Agent's age 49  
(Signature of Agent) (Date)  
2470 Sunrise Ct, Shingor, WI. 53086 Date of birth 2/19/73  
(Home Address of Agent)

## APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

--	--	--	--	--	--	--

Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

**Project Name:** 2022 Annual Report

**County:** Washington

**Municipality:** Richfield Village

**Permit Number:** S050075

**Facility Number:** 52197

**Reporting Year:** 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report
  - Municipal Cooperation Attachment
  - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form



**Municipal Contact Information- Complete**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality:** Richfield Village

**Facility ID # or (FIN):** 52197

**Updated Information:** ☐ Check to update mailing address information

**Mailing Address:** 4128 Hubertus Road

**Mailing Address 2:**

**City:** Richfield Village

**State:** WI

**Zip Code:** 53033

XXXXX or XXXXX-XXXX

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

**First Name:** James

**Last Name:** Healy

☐ Select to **update** current contact information

**Title:** Administrator

**Mailing Address:** 4128 Hubertus Road

**Mailing Address 2:**

**City:** Hubertus

**State:** WI

**Zip Code:** 53033-9719

XXXXX or XXXXX-XXXX

**Phone Number:** 262-628-2260

**Ext:**

XXX-XXX-XXXX

**Email:** administrator@richfieldwi.gov

**Additional Contacts Information (Optional)**

- Individual with responsibility for:**  
(Check all that apply)
- ☐ I&E Program
  - ☒ IDDE Program
  - ☐ IDDE Response Procedure Manual
  - ☐ Municipal-wide Water Quality Plan
  - ☐ Ordinances
  - ☐ Pollution Prevention Program
  - ☐ Post-Construction Program
  - ☐ Winter roadway maintenance

**First Name:** Brett  
**Last Name:** Thicke  
**Title:** DPW Supervisor  
**Mailing Address:** 4128 Hubertus Road  
**Mailing Address 2:**  
**City:** Hubertus  
**State:** WI  
**Zip Code:** 53033 XXXXX or XXXXX-XXXX  
**Phone Number:** 262-628-2260 **Ext:** XXX-XXX-XXXX  
**Email:** dpw2richfield.gov

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

- ☒ Select to **create new** Billing contact

**First Name:** James  
**Last Name:** Healy

- ☒ Select to **update** current contact information

**Title:** Administrator  
**Mailing Address:** 4128 Hubertus Road  
**Mailing Address 2:**  
**City:** Hubertus  
**State:** WI  
**Zip Code:** 53033-9718 XXXXX or XXXXX-XXXX  
**Phone Number:** 262-628-2260 **Ext:** 114 XXX-XXX-XXXX  
**Email:** administrator@richfieldwi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☐ Yes ☒ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No



## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

## Minimum Control Measures- Section 1 : Has Missing Items

### 1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes  
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

I can complete this once I have the public education and outreach information

Topics Covered	Target Aud
<input type="checkbox"/> Illicit discharge detection and elimination	<input type="checkbox"/> General Public
<input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> Public Employees
<input type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input type="checkbox"/> Residents
<input type="checkbox"/> Stream and shoreline management	<input type="checkbox"/> Businesses
<input type="checkbox"/> Residential infiltration	<input type="checkbox"/> Contractors
<input type="checkbox"/> Construction sites and post-construction storm water management	<input type="checkbox"/> Developers
<input type="checkbox"/> Pollution prevention	<input type="checkbox"/> Industries
<input type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input type="checkbox"/> Other:	<input type="checkbox"/> Other

We need 6 Topics

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes  
☐ No

Can you provide copies of materials?

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

A. Educational efforts is required, C. Interactive mechanisms is required, B. Educational events is required, Target Audience is required, Topics Covered is required,

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 2 : Has Missing Items

### 2. Public Involvement and Participation

- a. Permit Activities. Complete the following information on Public Involvement and Participation

Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b> 4/18/2022			
<b>Project/Event Name</b> MS4 Requirement Overview & Annual Report Presentation			
<b>Delivery Mechanism</b> <u>Government Event (Public Hearing, Council Meeting, etc)</u>			
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b> 6/10/2022 8/23/2022			
<b>Project/Event Name</b> IDDE Procedure Training			
<b>Delivery Mechanism</b> <u>Select...</u>			
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: IIDE	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

Brett,  
Did you do training with staff? Possible when you did the screenings?

<b>Event Start Date</b> 7/26/2022			
<b>Project/Event Name</b> Information Booth at County Fair			
<b>Delivery Mechanism</b> <u>Other</u>			
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Household Hazardous Waste an...	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No  Jim, I will add more items based on the public education and outreach

<b>Event Start Date</b>
-------------------------



12/22/2022

**Project/Event Name** Road Salting and Sanding Informational  
**Delivery Mechanism** Other

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Facebook: Pollution Prevention	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Event Start Date****Project/Event Name**

I have a duplicate. I will delete.

**Delivery Mechanism**

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Pollution Prevention	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Event Start Date**

10/17/2022

**Project/Event Name**

Fall Leaf Collection

**Delivery Mechanism**Other

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Yard Waste management	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer

activities were conveyed to your population. Use the Add Event to add additional entries.

<b>Event Start Date</b>	9/1/2022 <input type="checkbox"/> NA (Individual Permittee).		
<b>Project/Event Name</b>	Village of Richfield Community Roots Program		
<b>Delivery Mechanism</b>	<u>Other hands-on event</u>		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>1 - 10</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

### Missing Information

Delivery Mechanism is required,

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 3 : Has Missing Items

### 3. Illicit Discharge Detection and Elimination

- |    |  |     |                                 |                      |
|----|--|-----|---------------------------------|----------------------|
| a. | How many total outfalls does the municipality have?  | 211 | <input type="checkbox"/> Unsure |                      |
| b. | How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  | 29  | <input type="checkbox"/> Unsure |                      |
| c. | From the municipality's routine screening, how many were confirmed illicit discharges?   | 0   | <input type="checkbox"/> Unsure | Brett, ???<br>21-008 |
| d. | How many illicit discharge complaints did the municipality receive?  |     | <input type="checkbox"/> Unsure |                      |
| e. | From the complaints received, how many were confirmed illicit discharges?  |     | <input type="checkbox"/> Unsure | Jim ?                |
| f. | How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? |     | <input type="checkbox"/> Unsure |                      |



- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

Additional Information:

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

The Village has an IDDE procedure/plan and has been completing the screens per plan.

### Missing Information

Question 3g is required, Question 3f is required., From the complaints received, how many were confirmed illicit charges?, Question 3d is required.,

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Has Missing Items

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- ☒ No Authority
- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation



- ☒ Stop Work Order
- ☒ Forfeiture of Deposit
- ☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

## Missing Information

Question 4d is required, Question 4c is required., Question 4b is required., Question 4a is required.,

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Has Missing Items

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure
- \*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☐ Yes ☒ No
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Yes ☐ No ☐ Unsure
- Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? 24
- f. How many municipally owned storm water management BMPs were inspected in the reporting year? 1
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- ☐ No Authority
- ☒ Verbal Warning
- 0

These are the private developments with SWMP

We are taking credit for private BMPs so we have to inspect. The maintenance agreement ordinance amendment is to make this the private BMP owner responsibility.

We are taking credit for 34 private BMPs but only have maintenance agreements for 24. We need to do the maintenance agreement amendment

☐ Unsure

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Written Warning (including email) | 0 |
| <input checked="" type="checkbox"/> Notice of Violation               | 0 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | 0 |
| <input type="checkbox"/> Forfeiture of Deposit                        |   |
| <input checked="" type="checkbox"/> Complete Maintenance              | 0 |
| <input checked="" type="checkbox"/> Bill Responsible Party            | 0 |
| <input type="checkbox"/> Other - Describe below                       |   |

Please Verify...

This relates to private BMP inspections and maintenance or

If a developer starts construction without a SWMP approval

- e. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

The Village requires new developments to comply with the Village EC SWMP ordinance. The Village has maintenance agreements for several private BMPs but is reviewing an ordinance for missing ones.

## Missing Information

Question 5f is required., Question 5e is required., Question 5a is required.,

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Has Missing Items

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- |  |   |                                 |
|--|---|---------------------------------|
| a. Enter the total number of municipally owned or operated structural storm water management best management practices.  | 1 | <input type="checkbox"/> Unsure |
| b. How many new municipally owned storm water management best management practices were installed in the reporting year?   | 0 | <input type="checkbox"/> Unsure |
| c. How many municipally owned storm water management best management practices were inspected in the reporting year?   | 1 | <input type="checkbox"/> Unsure |
| d. What elements are looked at during inspections (250 character limit)?   |   |                                 |
| If there were any signs of erosion, a build up of sediment or trash. No Repairs were needed.   |   |                                 |
| e. How many of these facilities required maintenance?  | 0 | <input type="checkbox"/> Unsure |
| f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. <i>If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.</i> |   |                                 |



An inspection occurred during dry weather conditions. No flow was observed and no maintenance or repairs were required.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? 1 ☐ Unsure We reported 1 last year. Is this correct.
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made? This relates to Village Hall, DPW shop and the compost site.  
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Collection Services - Street Sweeping / Cleaning Program ☒ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☒ Not Applicable

Collection Services - Leaf Collection Program ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☐ Yes ☒ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?  
☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure  
☒ Other - Describe The Village has a free fall leaf drop off program I marked not applicable last year. I think I want to fill out this section for possible future credits
- x. What is the frequency of collection?

When is the yard site open for leaves?

- y. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

The Village allows residents to drop off leaves at the compost facility in the months of October and November.

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a 306 ☐ Unsure



two-way road equals two lane miles.)

- ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product

Oct

Nov

Dec

Jan

Feb

Mar

Select...

Liquids (gallons) (ex. brine)

Oct

Nov

Dec

Jan

Feb

Mar

Select...

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Salt Wise?

Training Date

Training Name

# Attendance

- ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page

The Village monitors conditions and applies the appropriate amount of salt or brine for public safety. The Village also notifies residents of conditions via facebook.

### Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☒ Yes ☐ No ☐ Unsure

Jim,  
Would you like me to do a training session on the Village's permit compliance plan?

If yes, describe what training was provided (250 character limit):

The Village DPW has attended webinars. Village staff have also discussed permitting requirements with a consultant.

When:

How many attended:

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

The annual report is presented to the board at a public meeting.

Municipal Officials

Municipal staff works with a consultant on permit requirements and developer reviews

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

The Village Administrator and the DPW work to inform staff through direct communications.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village looks for various training opportunities for staff.

## Missing Information

Question 6h is required., Question 6ab is required., Describe training given,

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities  
☒ Storm pipes  
☐ Vegetated swales  
☐ Outfalls  
☐ Other - Describe below

I saw on facebook that the Village added storm inlets on Plat Road. Was this added to the Village's storm sewer map?

Any other projects needing to be added to the map?

Storm inlets were added to Plat Road.

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*



## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

### Final Evaluation - Has Missing Items

#### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

**Element:** Public Education and Outreach

 1000  General revenue fund

**Element:** Public Involvement and Participation

 500  General revenue fund

**Element:** Illicit Discharge Detection and Elimination

 500  General revenue fund

**Element:** Construction Site Pollutant Control

 1000  General revenue fund

**Element:** Post-Construction Storm Water Management

 1000  General revenue fund

**Element:** Pollution Prevention

 500  General revenue fund

**Other (describe)**

Select...

Jim, I filled out what we reported to the WDNR last year.

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

#### Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS) 43.2

Total phosphorus (TP) 34.7

### Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Richfield Village is subject to the following approved TMDLs: Milwaukee River Basin; Rock River Basin and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

#### [A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

#### [B.5.2.b] The Permittee will be submitting a bacteria source elimination plan.

The permittee is confirming that all planned efforts are on schedule to submit the required information by October 31, 2023.

☒ Agree ☐ Disagree

We have a deadline coming up

#### [B.5.3] The Permittee will be adopting local ordinances to address potential sources of bacteria entering the MS4.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2023.

☐ Agree ☐ Disagree

We need to review existing ordinances to see if we are covered.

**[B.6.3] Final Documentation.**

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials under section B.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

**Additional Information**

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*



## Missing Information

Select TMDL option for B.5.3, Please enter expenditure amount, Please enter proposed budget amount,

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

### Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Storm Sewer System Map

I will include if we have updates

 File Attachment

### Attach - Other Supporting Documents

I will include the IDDE screenings

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Attach - Permit Compliance Documents

We need to include a summary of how the Bacteria Elimination Ordinance is covered

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

You must attach a Storm Sewer Map file,

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

## Complete and Submit Your Application

**You have not completed all areas of the application.** Please return to the application and complete all missing items.

Contact Information: Complete

Minimum Control Measures Section 1: Has Missing Items

Minimum Control Measures Section 2: Has Missing Items

Minimum Control Measures Section 3: Has Missing Items

Minimum Control Measures Section 4: Has Missing Items

Minimum Control Measures Section 5: Has Missing Items

Minimum Control Measures Section 6: Has Missing Items

Minimum Control Measures Section 7: Complete

Attachments: Has Missing Items

Final Evaluation: Has Missing Items



Topic	2.1.1 Topic	WDNR Description	Target Audience	Item	Notes	Delivery Mechanism Active	Delivery Mechanism Passive	2020				
								Active or Passive	Person Responsible	Date Planned or Completed	# of People Reached	Done?
1	Illicit Discharge Detection & Elimination	<i>Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.</i>	Public Employees	IDDE Training	The Village of Richfield has a IDDE procedure. This procedure can be found at the DPW Shop and Village Hall.	Targeted group training (contractors, consultants)		Active	Cedar Corporation	12/7/2020	2	Yes
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	<i>Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.</i>	Residents	Stormwater Runoff Pollutes	When it Rains, it drains, Newsletter Post		Distribution of print media (mailings, newsletters, etc.) via mail or email	Passive	Jim Healy	3/1/2020	50+	Yes
			General Public	County Fair	Participating in a Booth at the County Fair	Information booth at event						
3	Yard Waste Management/Pesticide and Fertilizer Application	<i>Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers.</i>	Residents	Brush Collection	Collecting brush and yard waste throughout the year, turning into mulch		Social media posts	Passive	Brett Thicke	9/29/2020	50+	Yes
			Residents	Rake Your Leaves	Rake your Leaves and clean your culvert		Distribution of print media (mailings)	Passive	Jim Healy	Nov-20	50+	Yes
4	Stream and Shoreline Management	<i>Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.</i>	Other Appropriate Audience	Streambank Restoration NRCS Video	<a href="#">LINK!</a>		Social media posts					
5	Residential Infiltration	<i>Promote infiltration of residential storm water runoff from rooftop downspouts, driveways, and sidewalks.</i>	General Public	WDNR - Raingarden Website Link	<a href="#">LINK!</a>		Social media posts					
6	Construction Sites & Post Construction Stormwater Management	<i>Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install, and maintain the practices.</i>	Developers	One on On communication	Discussion with developer on the Villages Post Construction Ordinance	Other Active/Interactive Mechanism		Active	Cedar Corporation	6/10/2020	2	Yes
			Public Employees	MS4 Annual Report	Present the Annual Report to the Village Board, Explain MS4 Requirements and the Status of the Village SWMP. Allow public comment	Government event (public hearing, council meeting)						
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Public Employees	Winter Parking Lot Workshop	NEWSC training anticipated to be held every other year (2021/2023)	Workshops						
			Public Employees	WI Salt Wise	Smart Salting for WI Roads Workshop	Workshops Education Activities (School Presentations)		Active	Brett Thicke	1/15/2020	12	Yes
8	Green Infrastructure/Low Impact Development	<i>Promote environmental sensitive land development designs by developers and designers, including green infrastructure and low impact development.</i>	Residents	Community Roots	Planting Trees Donated by Residents	Volunteer event		Active	Brett Thicke	6/9/2020	4	yes



Topic	2.1.1 Topic	WDNR Description	Target Audience	Item	Notes	Delivery Mechanism Active	Delivery Mechanism Passive	2021				
								Active or Passive	Person Responsible	Date Planned or Completed	# of People Reached	Done?
1	Illicit Discharge Detection & Elimination	<i>Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.</i>	Public Employees	IDDE Training	The Village of Richfield has a IDDE procedure. This procedure can be found at the DPW Shop and Village Hall.	Targeted group training (contractors, consultants)		Active	Brett Thicke	June		
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	<i>Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.</i>	Residents	Stormwater Runoff Pollutes	When it Rains, it drains, Newsletter Post		Distribution of print media (mailings, newsletters, etc.) via mail or email	Passive	Jim Healy	March		
			General Public	County Fair	Participating in a Booth at the County Fair	Information booth at event		Active	Jim Healy	July		
3	Yard Waste Management/Pesticide and Fertilizer Application	<i>Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers.</i>	Residents	Brush Collection	Collecting brush and yard waste throughout the year, turning into mulch		Social media posts	Passive	Brett Thicke	September		
			Residents	Rake Your Leaves	Rake your Leaves and clean your culvert		Distribution of print media (mailings)	Passive	Jim Healy	November		
4	Stream and Shoreline Management	<i>Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.</i>	Other Appropriate Audience	Streambank Restoration NRCS Video	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	May		
5	Residential Infiltration	<i>Promote infiltration of residential storm water runoff from rooftop downspouts, driveways, and sidewalks.</i>	General Public	WDNR - Raingarden Website Link	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	June		
6	Construction Sites & Post Construction Stormwater Management	<i>Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install, and maintain the practices.</i>	Developers	One on On communication	Discussion with developer on the Villages Post Construction Ordinance	Other Active/Interactive Mechanism						
			Public Employees	MS4 Annual Report	Present the Annual Report to the Village Board, Explain MS4 Requirements and the Status of the Village SWMP. Allow public comment	Government event (public hearing, council meeting)		Active	Jim Healy	April		
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Public Employees	Winter Parking Lot Workshop	NEWSC training anticipated to be held every other year (2021/2023)	Workshops		Active	Brett Thicke	November		
			Public Employees	WI Salt Wise	Smart Salting for WI Roads Workshop	Workshops		Active	Brett Thicke	2/23/2021		
			Residents	Snow Plow Tour	Crown of Life Lutheran Church & School - Snow Plow Tour	Education Activities (School Presentations)						
8	Green Infrastructure/Low Impact Development	<i>Promote environmental sensitive land development designs by developers and designers, including green infrastructure and low impact development.</i>	Residents	Community Roots	Planting Trees Donated by Residents	Volunteer event		Active	Brett Thicke	June		



Topic	2.1.1 Topic	WDNR Description	Target Audience	Item	Notes	Delivery Mechanism Active	Delivery Mechanism Passive	2022				
								Active or Passive	Person Responsible	Date Planned or Completed	# of People Reached	Done?
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2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	<i>Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.</i>	Residents	Stormwater Runoff Pollutes	When it Rains, it drains, Newsletter Post		Distribution of print media (mailings, newsletters, etc.) via mail or email	Passive	Jim Healy	March		
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			Residents	Rake Your Leaves	Rake your Leaves and clean your culvert		Distribution of print media (mailings)	Passive	Jim Healy	November		
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			Public Employees	MS4 Annual Report	Present the Annual Report to the Village Board, Explain MS4 Requirements and the Status of the Village SWMP. Allow public comment	Government event (public hearing, council meeting)		Active	Jim Healy	April		
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Public Employees	Winter Parking Lot Workshop	NEWSC training anticipated to be held every other year (2021/2023)	Workshops		Active	Brett Thicke	February		
			Public Employees	WI Salt Wise	Smart Salting for WI Roads Workshop	Workshops Education Activities (School Presentations)						
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Emolovees		Crown of Life Lutheran Church & School - Snow Plow Tour							
			Residents	Snow Plow Tour								
8	Green Infrastructure/Low Impact Development	<i>Promote environmental sensitive land development designs by developers and designers, including green infrasture and low impact development.</i>	Residents	Community Roots	Planting Trees Donated by Residents	Volunteer event		Active	Brett Thicke	June		



Topic	2.1.1 Topic	WDNR Description	Target Audience	Item	Notes	Delivery Mechanism Active	Delivery Mechanism Passive	2023				
								Active or Passive	Person Responsible	Date Planned or Completed	# of People Reached	Done?
1	Illicit Discharge Detection & Elimination	<i>Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.</i>	Public Employees	IDDE Training	The Village of Richfield has a IDDE procedure. This procedure can be found at the DPW Shop and Village Hall.	Targeted group training (contractors, consultants)		Active	Brett Thicke	June		
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	<i>Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.</i>	Residents	Stormwater Runoff Pollutes	When it Rains, it drains, Newsletter Post		Distribution of print media (mailings, newsletters, etc.) via mail or email	Passive	Jim Healy	March		
			General Public	County Fair	Participating in a Booth at the County Fair	Information booth at event						
3	Yard Waste Management/Pesticide and Fertilizer Application	<i>Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers.</i>	Residents	Brush Collection	Collecting brush and yard waste throughout the year, turning into mulch		Social media posts	Passive	Brett Thicke	September		
			Residents	Rake Your Leaves	Rake your Leaves and clean your culvert		Distribution of print media (mailings)	Passive	Jim Healy	November		
4	Stream and Shoreline Management	<i>Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.</i>	Other Appropriate Audience	Streambank Restoration NRCS Video	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	May		
5	Residential Infiltration	<i>Promote infiltration of residential storm water runoff from rooftop downspouts, driveways, and sidewalks.</i>	General Public	WDNR - Raingarden Website Link	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	June		
6	Construction Sites & Post Construction Stormwater Management	<i>Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install, and maintain the practices.</i>	Developers	One on On communication	Discussion with developer on the Villages Post Construction Ordinance	Other Active/Interactive Mechanism						
			Public Employees	MS4 Annual Report	Present the Annual Report to the Village Board, Explain MS4 Requirements and the Status of the Village SWMP. Allow public comment	Government event (public hearing, council meeting)		Active	Jim Healy	April		
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Public Employees	Winter Parking Lot Workshop	NEWSC training anticipated to be held every other year (2021/2023)	Workshops		Active	Brett Thicke	November		
			Public Employees	WI Salt Wise	Smart Salting for WI Roads Workshop	Workshops		Active	Brett Thicke	February		
			Residents	Snow Plow Tour	Crown of Life Lutheran Church & School - Snow Plow Tour	Education Activities (School Presentations)						
8	Green Infrastructure/Low Impact Development	<i>Promote environmental sensitive land development designs by developers and designers, including green infrasture and low impact development.</i>	Residents	Community Roots	Planting Trees Donated by Residents	Volunteer event		Active	Brett Thicke	June		



Topic	2.1.1 Topic	WDNR Description	Target Audience	Item	Notes	Delivery Mechanism Active	Delivery Mechanism Passive	2024				
								Active or Passive	Person Responsible	Date Planned or Completed	# of People Reached	Done?
1	Illicit Discharge Detection & Elimination	<i>Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.</i>	Public Employees	IDDE Training	The Village of Richfield has a IDDE procedure. This procedure can be found at the DPW Shop and Village Hall.	Targeted group training (contractors, consultants)		Active	Brett Thicke	June		
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	<i>Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.</i>	Residents	Stormwater Runoff Pollutes	When it Rains, it drains, Newsletter Post		Distribution of print media (mailings, newsletters, etc.) via mail or email	Passive	Jim Healy	March		
			General Public	County Fair	Participating in a Booth at the County Fair	Information booth at event						
3	Yard Waste Management/Pesticide and Fertilizer Application	<i>Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers.</i>	Residents	Brush Collection	Collecting brush and yard waste throughout the year, turning into mulch		Social media posts	Passive	Brett Thicke	September		
			Residents	Rake Your Leaves	Rake your Leaves and clean your culvert		Distribution of print media (mailings)	Passive	Jim Healy	November		
4	Stream and Shoreline Management	<i>Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.</i>	Other Appropriate Audience	Streambank Restoration NRCS Video	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	May		
5	Residential Infiltration	<i>Promote infiltration of residential storm water runoff from rooftop downspouts, driveways, and sidewalks.</i>	General Public	WDNR - Raingarden Website Link	<a href="#">LINK!</a>		Social media posts	Passive	Jim Healy	June		
6	Construction Sites & Post Construction Stormwater Management	<i>Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install, and maintain the practices.</i>	Developers	One on On communication	Discussion with developer on the Villages Post Construction Ordinance	Other Active/Interactive Mechanism						
			Public Employees	MS4 Annual Report	Present the Annual Report to the Village Board, Explain MS4 Requirements and the Status of the Village SWMP. Allow public comment	Government event (public hearing, council meeting)		Active	Jim Healy	April		
7	Pollution Prevention	<i>Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.</i>	Public Employees	Winter Parking Lot Workshop	NEWSC training anticipated to be held every other year (2021/2023)	Workshops						
			Public Employees	WI Salt Wise	Smart Salting for WI Roads Workshop	Workshops						
			Residents	Snow Plow Tour	Crown of Life Lutheran Church & School - Snow Plow Tour	Workshops Education Activities (School Presentations)		Active	Brett Thicke	February		
8	Green Infrastructure/Low Impact Development	<i>Promote environmental sensitive land development designs by developers and designers, including green infrastructure and low impact development.</i>	Residents	Community Roots	Planting Trees Donated by Residents	Volunteer event		Active	Brett Thicke	June		



7a



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: 2023 Highway Improvement Program – Awarding of Contract

DATE SUBMITTED: February 8, 2023

SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE VILLAGE ENGINEER FOR THE AWARDING OF THE 2023 HIGHWAY IMPROVEMENT PROGRAM?*

### ISSUE SUMMARY:

Per the adopted Capital Improvement Plan and 2023 Budget, the Village Staff bid the following projects for the 2023 Highway Improvement Program (HIP):

- Base Bid: St. Augustine Road from STH 167 to Hogsback Road ~ 2021 Paser Rating: 3
- Base Bid: Lake Highlands Subdivision – 2021 Paser Rating: 3
- Alternate 1: Pleasant Hill Road from STH 164 to Hillside Road ~ 2021 Paser Rating: 4
- Alternate 2: S. Shore Drive from S. Shore Drive to E. Lakeview Road ~ 2021 Paser Rating: 4

The Village Staff worked with Village Engineer Ron Dalton and advertised the project in accordance with Wisconsin's public bidding laws. On February 7, 2023, the Village held a sealed bid opening for road construction work for the 2023 HIP. This meeting was open to the public. The Village received three (3) sealed bids for the HIP from Wolf Paving, Stark Asphalt, and Payne & Dolan. A summary of the bids submitted is below for the convenience of the Board. For detailed information on commodity prices, please see the letter from the Village Engineer dated February 9, 2023.

Bidders	Base Bid Total	Alternate 1	Alternate 2
Wolf Paving	\$1,059,289.10	\$351,690	\$155,689
Stark Pavement Corp	\$1,033,442.30	\$341,880.50	\$140,467.75
Payne & Dolan, Inc.	\$934,765	\$308,630	\$135,045

It is the Village Engineers recommendation that we accept the "low bid" from Payne & Dolan, Inc. in the amount of \$1,378,440 which is under the Village's budgeted amount of \$1,500,000 for FY2023 by approximately \$121,000. Should the Village Board accept the recommendation of the Village Engineer, preconstruction meeting notices will be created and sent to property owners along the project corridors and meetings will be held during the month of March or April. Additionally, Village Staff is seeking the wisdom of the Village Board regarding how it would prefer to spend the remaining balance of the HIP monies budgeted for this year. The estimated remaining amount, approximately \$121,000, which could also be greater depending on actual quantities utilized during the construction season, could be utilized to resurface a smaller cul-de-sac in the Village, a smaller length of roadway that is in particularly poor shape, or potentially to sealcoat roads which were paved approximately 7-8 years ago. While sealcoating hasn't been in the Village's construction programming for the last 12-13 years, it is an important component of maintenance as a "one-time" procedure. It is expected all construction work will be completed by June 30<sup>th</sup>.





# VILLAGE OF RICHFIELD

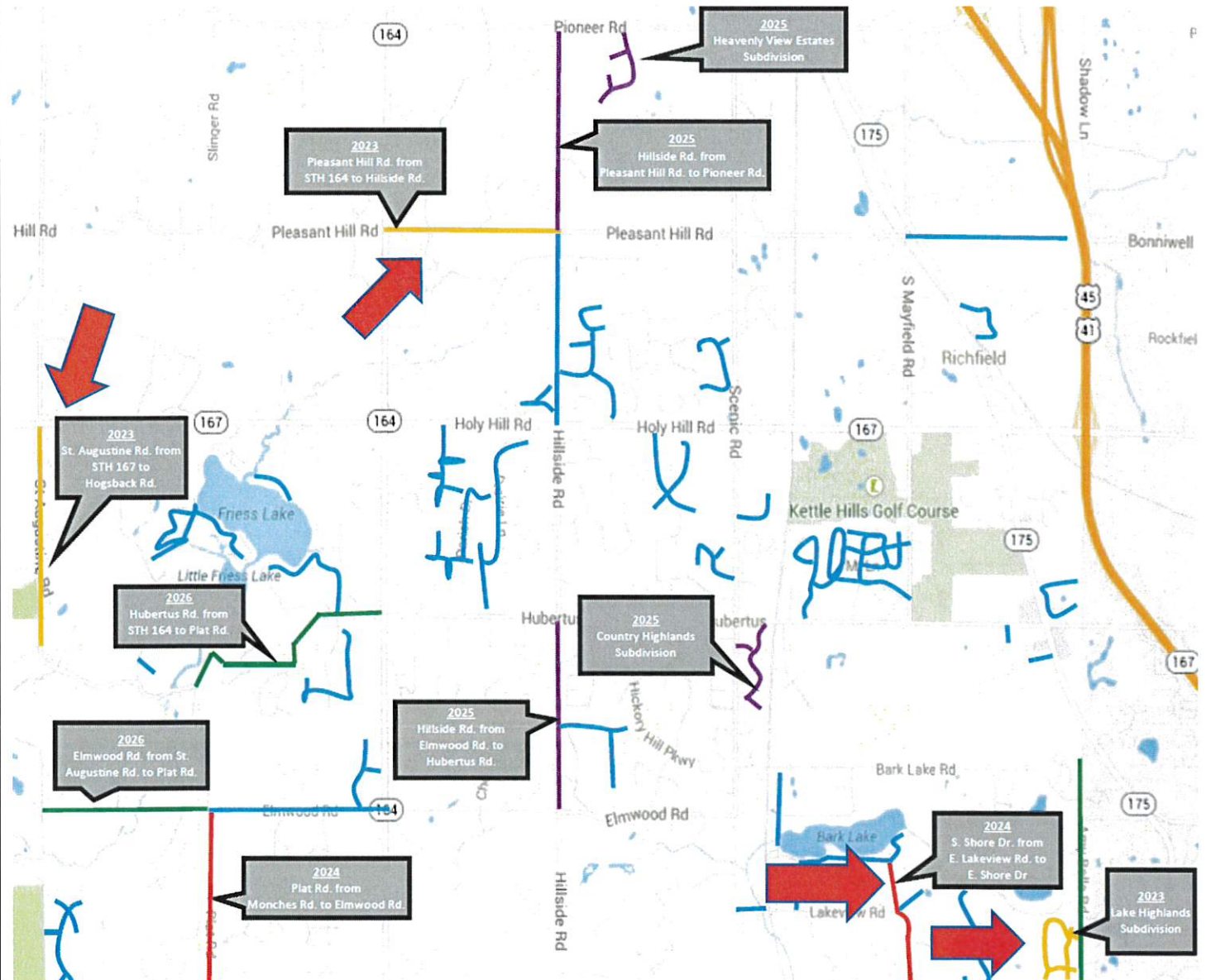
## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: 2023 Highway Improvement Program – Awarding of Contract

DATE SUBMITTED: February 8, 2023

SUBMITTED BY: Jim Healy, Village Administrator



FISCAL IMPACT:

REVIEWED BY:

*Deanna Hoops*  
Village Deputy Treasurer

Initial Project Costs: Per contract

Future Ongoing Costs: Road maintenance

Physical Impact (on people/space): Improved road surfaces

Residual or Support/Overhead/Fringe Costs: HIP Administration with Village Engineer and Staff



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: 2023 Highway Improvement Program – Awarding of Contract

DATE SUBMITTED: February 8, 2023

SUBMITTED BY: Jim Healy, Village Administrator

### ATTACHMENTS:

1. Letter from Village Engineer Ron Dalton dated February 9, 2023

### STAFF RECOMMENDATION:

Motion to accept the recommendation of the Village Engineer for the 2023 Highway Improvement Program and to authorize the Village Administrator to execute a contract with the lowest responsive bidder, Payne and Dolan, in the amount of \$1,378,440.

APPROVED FOR SUBMITTAL BY:

  
Village Staff Member

  
Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_



Client	Village of Richfield
Project	2023 Highway Improvement Program
Prepared By	Ron D. Dalton, PE

Project No.	5771-0012
Date	02/09/2023

The Village of Richfield (hereinafter referred to as the OWNER) has received bids on the 7th day of February 2023 for the 2023 Highway Improvement Program, Contract A-23, (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results, and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from 3 bidders. Base bids ranged from a low of \$934,765.00 to a high of \$1,059,289.10. Project Total (Base Bid + Alternate Items 1, 2) ranged from a low of \$1,378,440.00 to a high of \$1,566,668.10. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

Payne & Dolan, Inc.  
N3 W23650 Badinger Rd  
Waukesha, WI 53187

Base Bid Amount:	\$934,765.00
Alternate Section 1 – Pleasant Hill Road (Hillside Road to STH 164	\$308,630.00
Alternate Section 2 – South Shore Drive (South Shore Dr. to Lakeview Rd.)	\$135,045.00
<b>Project Total (Base Bid + Alternate Items 1, 2):</b>	<b>\$1,378,440.00</b>

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.



# BID TABULATION

2023 HIGHWAY IMPROVEMENT PROGRAM,  
CONTRACT A-23  
VILLAGE OF RICHFIELD  
WASHINGTON COUNTY, WI

BID DATE - February 7, 2023

PROJECT NAME: 2023 HIGHWAY IMPROVEMENT PROGRAM				Payne & Dolan, Inc. N3 W23650 Badinger Rd Waukesha, WI 53187		Stark Pavement Corp. 12845 West Burleigh Road Brookfield, WI 53005		Wolf Paving 612 N. Sawyer Road Oconomowoc, WI 53066			
PROJECT NO: 05771-0012											
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>BASE BID:</b>											
<b>SECTION 1 - ST. AUGUSTINE ROAD (STH 167 TO HOGSBACK ROAD)</b>											
1-1	PULVERIZE EXISTING ASPHALT	S.Y.	15,670	\$2.00	\$31,340.00	\$2.10	\$32,907.00	\$2.60	\$40,742.00		
1-2	BASE PATCHING REMOVAL	C.Y.	1,045	\$15.00	\$15,675.00	\$20.00	\$20,900.00	\$24.00	\$25,080.00		
1-3	CRUSHED AGGREGATE BASE COURSE	TONS	2,090	\$15.00	\$31,350.00	\$18.50	\$38,665.00	\$17.50	\$36,575.00		
1-4	SOIL STABILIZATION FABRIC	S.Y.	1,570	\$2.00	\$3,140.00	\$2.00	\$3,140.00	\$3.00	\$4,710.00		
1-5	LOWER LAYER HMA PAVEMENT 3"	TONS	2,624	\$65.00	\$170,560.00	\$72.60	\$190,502.40	\$73.60	\$193,126.40		
1-6	UPPER LAYER HMA PAVEMENT 2"	TONS	1,886	\$71.00	\$133,906.00	\$75.00	\$141,450.00	\$75.80	\$142,958.80		
1-7	2' SHOULDER - IMPORTED RECYCLED ASPHALT	TONS	1,450	\$26.00	\$37,700.00	\$16.00	\$23,200.00	\$25.00	\$36,250.00		
1-8	TRAFFIC CONTROL	L.S.	1	\$6,600.00	\$6,600.00	\$14,180.00	\$14,180.00	\$13,980.00	\$13,980.00		
1-9	GUARD RAIL REPLACEMENT	L.F.	127	\$63.00	\$8,001.00	\$36.10	\$4,584.70	\$45.50	\$5,778.50		
1-10	ENERGY ABSORBING TERMINAL (EAT)	EACH	2	\$4,600.00	\$9,200.00	\$4,000.00	\$8,000.00	\$5,500.00	\$11,000.00		
<b>SECTION 1 SUBTOTAL</b>					<b>\$447,472.00</b>		<b>\$477,529.10</b>		<b>\$510,200.70</b>		
<b>SECTION 2 - LAKE HIGHLANDS SUBDIVISION</b>											
2-1	PULVERIZE EXISTING ASPHALT	S.Y.	17,794	\$2.00	\$35,588.00	\$2.25	\$40,036.50	\$2.60	\$46,264.40		
2-2	BASE PATCHING REMOVAL	C.Y.	1,186	\$15.00	\$17,790.00	\$26.00	\$30,836.00	\$24.00	\$28,464.00		
2-3	CRUSHED AGGREGATE BASE COURSE	TONS	2,372	\$15.00	\$35,580.00	\$19.10	\$45,305.20	\$16.50	\$39,138.00		
2-4	SOIL STABILIZATION FABRIC	S.Y.	1,780	\$2.00	\$3,560.00	\$2.00	\$3,560.00	\$3.00	\$5,340.00		
2-5	LOWER LAYER HMA PAVEMENT 2.5"	TONS	2,540	\$67.00	\$170,180.00	\$77.80	\$197,612.00	\$73.60	\$186,944.00		
2-6	UPPER LAYER HMA PAVEMENT 2"	TONS	2,210	\$73.00	\$161,330.00	\$78.35	\$173,153.50	\$75.80	\$167,518.00		
2-7	2' SHOULDER - IMPORTED RECYCLED ASPHALT	TONS	1,240	\$26.00	\$32,240.00	\$16.00	\$19,840.00	\$25.00	\$31,000.00		
2-8	TRAFFIC CONTROL	L.S.	1	\$7,600.00	\$7,600.00	\$13,000.00	\$13,000.00	\$11,850.00	\$11,850.00		
2-9	30" HDPE CULVERT REPLACEMENT	L.F.	45	\$124.00	\$5,580.00	\$150.00	\$6,750.00	\$150.00	\$6,750.00		
2-10	21" HDPE CULVERT REPLACEMENT	L.F.	63	\$95.00	\$5,985.00	\$138.00	\$8,694.00	\$138.00	\$8,694.00		
2-11	21" CULVERT END SECTIONS	EACH	2	\$600.00	\$1,200.00	\$1,488.00	\$2,976.00	\$1,488.00	\$2,976.00		
2-12	LIGHT RIP RAP	C.Y.	2	\$215.00	\$430.00	\$100.00	\$200.00	\$100.00	\$200.00		
2-13	4" DRAIN TILE	L.F.	465	\$22.00	\$10,230.00	\$30.00	\$13,950.00	\$30.00	\$13,950.00		
<b>SECTION 2 SUBTOTAL</b>					<b>\$487,293.00</b>		<b>\$555,913.20</b>		<b>\$549,088.40</b>		
<b>TOTAL BASE BID PRICE (Section 1 + Section 2):</b>					<b>\$934,765.00</b>		<b>\$1,033,442.30</b>		<b>\$1,059,289.10</b>		



PROJECT NAME: 2023 HIGHWAY IMPROVEMENT PROGRAM				Payne & Dolan, Inc. N3 W23650 Badinger Rd Waukesha, WI 53187		Stark Pavement Corp. 12845 West Burleigh Road Brookfield, WI 53005		Wolf Paving 612 N. Sawyer Road Oconomowoc, WI 53066			
PROJECT NO: 05771-0012											
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>ADDITIVE ALTERNATES:</b> Additive Alternate Bid Items. The additive alternate bid items listed below are bid items that the Owner may select based on the cost effective analysis after the bid opening and before the contract is awarded. The Contractor is required to complete this bid schedule and include it with the bid. The additive alternate bid items listed below will be used for determining the low bidder. The item(s) below will be ADDITIVE Alternates to the Base Bid, if selected for this project by Owner.											
<b>ALTERNATE SECTION 1 - PLEASANT HILL ROAD (HILLSIDE ROAD TO STH 164) - ALTERNATE BID</b>											
A1-1	PULVERIZE EXISTING ASPHALT	S.Y.	9,300	\$2.00	\$18,600.00	\$2.10	\$19,530.00	\$2.60	\$24,180.00		
A1-2	MILL ASPHALT	S.Y.	3,300	\$2.50	\$8,250.00	\$2.95	\$9,735.00	\$2.70	\$8,910.00		
A1-3	BASE PATCHING REMOVAL	C.Y.	825	\$15.00	\$12,375.00	\$20.00	\$16,500.00	\$24.00	\$19,800.00		
A1-4	CRUSHED AGGREGATE BASE COURSE	TONS	1,650	\$15.00	\$24,750.00	\$18.50	\$30,525.00	\$17.50	\$28,875.00		
A1-5	SOIL STABILIZATION FABRIC	S.Y.	1,240	\$2.00	\$2,480.00	\$2.00	\$2,480.00	\$3.00	\$3,720.00		
A1-6	LOWER LAYER HMA PAVEMENT 3"	TONS	1,560	\$65.00	\$101,400.00	\$74.20	\$115,752.00	\$73.60	\$114,816.00		
A1-7	UPPER LAYER HMA PAVEMENT 2"	TONS	1,503	\$71.00	\$106,855.00	\$77.70	\$116,938.50	\$75.80	\$114,079.00		
A1-8	2' SHOULDER - IMPORTED RECYCLED ASPHALT	TONS	1,070	\$26.00	\$27,820.00	\$16.00	\$17,120.00	\$25.00	\$26,750.00		
A1-9	TRAFFIC CONTROL	L.S.	1	\$6,100.00	\$6,100.00	\$13,300.00	\$13,300.00	\$10,560.00	\$10,560.00		
<b>ADDITIVE ALTERNATE ITEM 1 TOTAL</b>					<b>\$308,630.00</b>		<b>\$341,880.50</b>		<b>\$351,690.00</b>		
<b>ALTERNATE SECTION 2 - SOUTH SHORE DRIVE (SOUTH SHORE DR. TO LAKEVIEW RD.) - ALTERNATE BID</b>											
A2-1	PULVERIZE EXISTING ASPHALT	S.Y.	3,730	\$2.50	\$9,325.00	\$2.25	\$8,392.50	\$3.50	\$13,055.00		
A2-2	BASE PATCHING REMOVAL	C.Y.	250	\$15.00	\$3,750.00	\$26.00	\$6,500.00	\$24.00	\$6,000.00		
A2-3	CRUSHED AGGREGATE BASE COURSE	TONS	500	\$15.00	\$7,500.00	\$22.00	\$11,000.00	\$17.30	\$8,650.00		
A2-4	SOIL STABILIZATION FABRIC	S.Y.	370	\$2.00	\$740.00	\$2.00	\$740.00	\$3.00	\$1,110.00		
A2-5	LOWER LAYER HMA PAVEMENT 3"	TONS	585	\$72.00	\$42,120.00	\$81.05	\$47,414.25	\$82.40	\$48,204.00		
A2-6	UPPER LAYER HMA PAVEMENT 2"	TONS	410	\$76.00	\$31,160.00	\$85.60	\$35,096.00	\$92.00	\$37,720.00		
A2-7	2' SHOULDER - IMPORTED RECYCLED ASPHALT	TONS	325	\$26.00	\$8,450.00	\$16.00	\$5,200.00	\$28.00	\$9,100.00		
A2-8	TRAFFIC CONTROL	L.S.	1	\$3,900.00	\$3,900.00	\$7,000.00	\$7,000.00	\$7,200.00	\$7,200.00		
A2-9	GUARD RAIL REPLACEMENT	L.F.	300	\$63.00	\$18,900.00	\$37.15	\$11,145.00	\$45.50	\$13,650.00		
A2-10	ENERGY ABSORBING TERMINAL (EAT)	EACH	2	\$4,600.00	\$9,200.00	\$3,990.00	\$7,980.00	\$5,500.00	\$11,000.00		
<b>ADDITIVE ALTERNATE ITEM 2 TOTAL</b>					<b>\$135,045.00</b>		<b>\$140,467.75</b>		<b>\$155,689.00</b>		
<b>PROJECT TOTAL (BASE BID + ALTERNATE ITEMS 1, 2):</b>					<b>\$1,378,440.00</b>		<b>\$1,515,790.50</b>		<b>\$1,566,689.00</b>		

**7b**





# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: IT Contract with Ontech Systems, Inc.

DATE SUBMITTED: February 9, 2023

SUBMITTED BY: Jim Healy, Village Administrator

*POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO NOT ACCEPT THE RECOMMENDATION OF THE VILLAGE ATTORNEY TO ENTER INTO A SERVICES AGREEMENT WITH ONTECH SYSTEMS, INC FOR COMPUTER & IT SERVICES?*

### ISSUE SUMMARY:

The Village's contracted provider for IT services for the last several years has been OnTech Systems, Inc. out of Menomonee Falls. In the early winter of 2022, the Village was given a contract from OnTech Systems, Inc. that they were requiring of all their clients to sign. The terms of their contract are proprietary and therefore are not included in the public facing series of documents for this month. As such, we've decided to keep the letter from the Village's Attorney confidential, too. With that said, our Village Attorney has reviewed this contract and provided his recommendation to the Village Staff. He is recommending the Village does not enter into the agreement with OnTech Systems, Inc. largely due to the liability exposure that is being shifted from the company to the Village. From speaking with the Village Attorney, he has conveyed to me that this is becoming more and more prevalent in the IT industry as cyber security becomes an increasingly important topic in the world of municipal liability. That being said, the Village's exposure tends to be less than most communities because we 1) do not have our own police department, 2) the keeping of sensitive files and personally identifiable information is kept to a minimum (less than 50), and 3) the Village carries its own cyber insurance.

In our last fiscal year, the Village's insurance provider, League Insurance, essentially mandated all of its communities pick up cyber insurance. As such, the Village purchased a policy in the amount of \$1,815. What that purchased for the Village is \$250,000 in coverage with a \$2,500 deductible.

As an aside, the Village has had a very positive relationship with OnTech Systems, Inc. and over the last few years the Village has implemented many additional security measures to protect its data. For example, the Village now has Multi-Factor Authentication when accessing the Village's website or server remotely, we've implemented a Phishing program, to help train employees and elected officials, and we've increased the number of programs which monitor our systems 24/7/365. From talking with others in the IT industry, it is believed that these types of terms limiting liability and indemnification are becoming more and more common. While the Village Attorney has said he does not recommend we enter into the agreement, it's very likely that if we were to seek Requests for Proposals (RFPs) for IT services, we'd likely see very similar provisos by other companies who provide same or similar services. As a result, it is Staff's recommendation that while we acknowledge our Village Attorney's recommendation, we continue services with OnTech Systems, Inc. In FY2023, the Village has budgeted \$22,057 for IT and Computer Support.

### FISCAL IMPACT:

REVIEWED BY: Deanna Healy  
Village Deputy Treasurer

Initial Project Costs: N/A

Future Ongoing Costs: N/A

Physical Impact (on people/space): N/A

Residual or Support/Overhead/Fringe Costs: N/A

### ATTACHMENTS:

N/A



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: IT Contract with Ontech Systems, Inc.

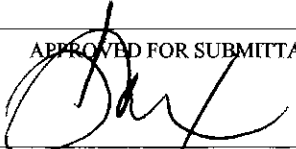
DATE SUBMITTED: February 9, 2023

SUBMITTED BY: Jim Healy, Village Administrator

### STAFF RECOMMENDATION:

Motion to approve the proposed contract with OnTech Systems, Inc. for managed IT services.

APPROVED FOR SUBMITTAL BY:

  
Village Staff Member

  
Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

7c





# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

SUBJECT: Village Board Meeting Times

DATE SUBMITTED: February 9, 2023

SUBMITTED BY: Jim Healy, Village Administrator

**POLICY QUESTION:** DOES THE VILLAGE BOARD WISH TO ADJUST THE "START TIME" OF ITS MEETINGS FROM 7PM TO EITHER 6:00PM OR 6:30PM?

**ISSUE SUMMARY:**

Several years back, the Village Board adjusted its "start time" for its meetings from 7:30PM to 7:00PM and it was requested of Staff to bring this matter back to the Board to see whether a new adjusted meeting time would be conducive to their schedules, which is why this agenda item is on Board's agenda. Currently, the start times for the Village's various Boards and Commissions are the following:

Architectural Review Board – 6:00PM or 6:30PM

Board of Review - 5:00PM

Board of Zoning Appeals – 5:00PM

Park Commission – 6:00PM

Plan Commission – 7:00PM

Should the Village Board choose to adjust its "start time", Village Staff will publish the information in our next edition of the Richfield Happenings newsletter, post the information on our Village's website, on our posting board at Village Hall, and work with the local paper to attempt to get a story published to further advise the public. If the Board would like to leave the start time of 7PM, no action is needed to be taken.

**FISCAL IMPACT:**

REVIEWED BY:

Village Deputy Treasurer

Initial Project Costs: N/A

Future Ongoing Costs: N/A

Physical Impact (on people/space): N/A

Residual or Support/Overhead/Fringe Costs: N/A

**ATTACHMENTS:**

N/A

**STAFF RECOMMENDATION:**

Motion to adjust the "start time" for Village Board meetings from 7:00PM to (INSERT TIME, IF APPLICABLE) and to make efforts to advise the public of this change.

APPROVED FOR SUBMITTAL BY:

Village Staff Member  
  
Village Administrator

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_

7d



# VILLAGE OF RICHFIELD

## VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: February 16, 2023

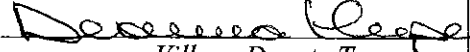
SUBJECT: Filling the vacancy of Trustee Collins' (decd.) Village Board Term  
DATE SUBMITTED: February 9, 2023  
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: N/A, DISCUSSION ONLY.

ISSUE SUMMARY:

On January 29, 2023, Trustee Bill Collins passed away after a multi-year battle with chronic illnesses. His term of Village Trustee is set to expire in April of 2024. He has sat on the Village Board since 2009. The purpose of this agenda item is to give the public notice of his unfortunate passing and for the Village Board to begin to consider how the remainder of his term will be filled out.

FISCAL IMPACT:

REVIEWED BY:   
Village Deputy Treasurer

Initial Project Costs: per adopted Budget  
Future Ongoing Costs: per adopted Budget  
Physical Impact (on people/space): None.  
Residual or Support/Overhead/Fringe Costs: per adopted Budget

ATTACHMENTS:

N/A

STAFF RECOMMENDATION:

N/A

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY  
BOARD ACTION TAKEN

  
Village Staff Member  
  
Village Administrator

Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Approved \_\_\_\_\_  
Other \_\_\_\_\_

Continued To: \_\_\_\_\_  
Referred To: \_\_\_\_\_  
Denied \_\_\_\_\_  
File No. \_\_\_\_\_